

Los Alamos County Police Department
Policy and Procedures Manual
Version: January 1, 2015 Approval Signature Page

This Policies and Procedures manual dated Jan 1, 2015 contains updated, revised and new policies as identified below. These updates, revisions and new policies are hereby incorporated into and made a part of the Los Alamos Police Department Policies and Procedures manual. The signature of the Chief of Police on this page shall serve as the approval signature for all updates, revisions and new policies as well as those policies and procedures which have not changed from the previous version of the Los Alamos Police Department Policy and Procedures manual.

Approved by:

A handwritten signature in black ink, appearing to read "Dino Sgambellone". The signature is fluid and cursive, with the first name "Dino" being more prominent.

Dino Sgambellone
Chief of Police

Los Alamos County Police Department



Policies and Procedures Manual

FOREWORD

DATE: January 1, 2015

TO: All members of the Los Alamos County Police Department

FROM: Dino Sgambellone, Chief of Police

SUBJECT: Los Alamos County Police Department Policies and Procedures Manual

The Chief of Police is appointed by the County's Administrative Officer and is charged with administering the Los Alamos County Police Department pursuant to the County's Charter and the laws of the State of New Mexico. Therefore, the Chief of Police is empowered to issue Policies and Procedures, General Orders, Interim Orders, Special Orders, Personnel Orders, Directives, Manuals, Memoranda, and other official communications directing the members of the Department in the performance of their duties and responsibilities. Accordingly, the Chief of Police has issued this Policies and Procedures Manual and the attendant General Orders therein. Further, the Chief of Police reserves the right to establish, amend, revise or rescind them.

This Manual, regardless if it is in written, electronic (disc) or other format, contains the General Orders and constitutes the policies and procedures for the Los Alamos County Police Department and is effective immediately. These General Orders are designed to provide guidance and direction to all employees and volunteers of the Department. No General Order shall be included or added to this Manual unless a signed original is on file in the Office of the Chief and the Administration Department. It is not possible to provide specific guidance for every eventuality and the individual member may have to determine his or her actions using their best professional judgment with the spirit of these General Orders to guide them. These General Orders, as well as any new General Orders, Interim Orders, Special Orders, Directives or other official communications approved by the Chief of Police, or other competent authority, shall remain in effect until rescinded or revised. All Policies and Procedures, General Orders and Directives issued prior to January 1, 2015, are hereby rescinded.

All members of the Police Department, employees and volunteers alike, are responsible for making themselves familiar with the contents of this Manual, as well as with all future orders and directives. Further, all members of the Department are required to comply with all orders issued by the Department. General Orders pertaining to one Department or Unit of the Department and that may have been assigned a General Order number consistent with a particular Department or Unit are applicable Department-wide. Therefore all members of the Department need to be familiar with the entire Manual.

In the event of any conflict between the Los Alamos County Police Department Policies and Procedures Manual with County policy or State law, County policy and State law shall take precedence. Further, if any part or section of this Manual is determined to be contrary to law, only that section(s) shall be affected. The remainder of the Manual shall remain in full force and effect.

Approved by:

A handwritten signature in black ink, appearing to read "Dino Sgambellone", written over a horizontal line.

Dino Sgambellone

Chief of Police

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100.00 Mission, Vision, Code of Ethics and Core Beliefs			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM. 01.02, 03.01, 09.01		

I. PURPOSE

This chapter outlines the Oath of Office, Code of Ethics, Mission Statement, Vision Statement, and Core Beliefs as adopted by the Los Alamos Police Department.

I. Policy

It is the policy of the Los Alamos County Police Department to protect and defend the constitution of the United States and the State of New Mexico, abide by the rule of law, and to serve and protect the citizens of our community in a professional manner while adhering to our mission, vision, and core beliefs.

III. DEFINITIONS

OATH OF OFFICE

Upon becoming a sworn member of the Los Alamos Police Department and upon promotion, each person so appointed shall take and subsequently abide by the Oath of Office.

CODE OF ETHICS

All personnel within the Los Alamos Police Department shall abide by the Mission, Core Beliefs, and Code of Ethics as adopted by the department. Training to include the Code of Ethics will be held biennially.

IACP Code of Ethics adopted by the Los Alamos Police Department:

"As an employee of a law enforcement Division, my fundamental obligation is to serve the citizens of the community and to uphold the Mission and Core Values of my Division".

Mission Statement:

The Mission of the Los Alamos County Police Department is to provide quality pro-active law enforcement services to our community that promote an atmosphere of safety and security for both our residents and visitors while protecting the rights and guarantees provided under the Constitution of the United States of America and the State of New Mexico.

The Core Beliefs of the Los Alamos Police Department are:

Professionalism- Professional service is embodied in our commitment to proficiency, competency, reliability, and excellence in all aspects of our conduct and performance. We reject complacency and are dedicated to continually pursuing the highest levels of knowledge, skill, and expertise. We value the diversity of people in our community and will service all with equal dedication, respect, fairness, and compassion. We believe in the selfless virtue of placing duty before self with the willingness to accept personal sacrifice for the greater good.

Integrity - We believe in conducting ourselves ethically and professionally, with the highest degree of honesty and accountability, and pledge to hold ourselves to the highest legal, moral, and ethical standards. We value our integrity and commit ourselves to strive for personal and professional excellence. We recognize that each of us represent our department, the law enforcement profession, and the community of Los Alamos. We acknowledge and accept that our individual conduct, both on and off duty, must be beyond reproach. We will continually strive to uphold our proud tradition of integrity and freedom from corruption.

Accountability - We acknowledge that while we may have the authority to act, we are always accountable for those actions for which we are responsible; and that, unlike authority, responsibility can never be delegated or shifted to anyone else. All members of the Los Alamos Police Department will be completely accountable to themselves, each other, and the community and have the obligation and willingness to be held responsible for one's actions, behaviors, and attitudes. We proudly pledge to fulfill our mission by being accountable to our community, our department, and to each other. We value commitment over compliance.

Respect - We can best serve the many and varied needs of our community by empowering our employees to fulfill their responsibilities with knowledge, authority, and appropriate discretion. We encourage our people to submit ideas; we listen to their suggestions, and we help them develop to their maximum potential. We believe in treating all people with respect and dignity. We show concern and empathy for the victims of crime and treat violators of the law with fairness and dignity.

Teamwork - Every member of the Los Alamos Police Department will exhibit the utmost cooperation to achieve efficiency, a high quality of customer service and an environment of trust within the department and the community.

Communication - All employees will strive for transparent and efficient communications with all members of the department and community.

Vision Statement:

For our community to be free from crime and the fear of crime.

Code of Ethics Statement:

"As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my Division.

I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service.

I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

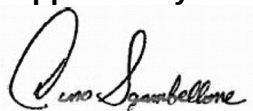
I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement."

II. PROCEDURES

All members of the Los Alamos County Police Department shall conduct themselves in accordance with the Department's Mission, Vision, Core Beliefs, and ethics statement.

Approved by:



Dino Sgambellone
Chief of Police

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103.00 Organizational Structure			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.07.02, 03, 04, 05, ADM.19.04, ADM.25.01		

I. PURPOSE

The Los Alamos County Police Department will provide a formal organizational structure with clearly defined components so that the Chain of Command and functional Bureaus are clearly understood by all personnel. It is necessary that all personnel be sufficiently familiar with the structure, functions, activities and services associated with the operation of the police department in order to assist citizens of, and visitors to, Los Alamos County by ensuring that their inquiries or problems are referred to the proper organizational component. The organizational structure of the Los Alamos County Police Department is designed by function and depicted on organizational charts attached as part of this General Order and available to all personnel. Further, this General Order is created to delineate the functional responsibilities of components within the agency.

II. POLICY

Organizational descriptions and organizational charts will provide all Los Alamos County Police Department personnel and other interested parties with a functional representation of each structural component. Since staffing patterns can change without modification to the organizational structure, the charts will not reflect the number or names of individuals assigned to each component. The Table of Organization Chart will be updated as deemed necessary by the Chief of Police.

III. DEFINITIONS

The following structural components and organizational terminology will be used by all personnel within the police department. The police department is organized into the Office of the Chief of Police, the Support Bureau through the Office of the Deputy Chief, Operations Bureau, Staff Services Bureau, and Emergency Management Bureau.

Office of the Chief of Police

The Office of the Chief of Police is comprised of the Chief of Police and his or her administrative assistant(s) who are responsible for administration, personnel and budgeting. The Chief of Police is responsible for directing all functions, operations, and activities of the department. The Deputy Chief of Police, Staff Services Commander, Emergency Management Bureau, and Professional Standards Sergeant all report directly to the Chief of Police.

Deputy Chief of Police

The office of the Deputy Chief of Police is the second organizational component within the police department and is comprised of the Deputy Chief who is responsible for support and operational functions including the Operations Bureau, Animal Control, and

Detention. The Deputy Chief of Police acts as the department liaison to other County departments. All specialized assignments report directly to the Deputy Chief of Police for administrative and operational guidance, unless otherwise directed. These special assignments may include Armorers, special assignments related to certification, Crash Reconstruction, Defensive Tactics, EVOC, Field Training, Firearms, Honor/Color Guard, Tactical Team, K-9 Unit, Terrorism Liaison, and Department Instructors. The Deputy Chief of Police assumes the duties of the Chief of Police in his or her absence.

Bureau Commander

A Bureau is the third subordinate organizational component within the police department. A bureau is a component, managed by a Commander or higher, performing a specific law enforcement function or administrative service on an agency-wide basis.

The Staff Services Bureau Commander is responsible for Accreditation, Training, Staff Inspection, Policy Development, Grant Coordination, Evidence, and acts as the liaison to Los Alamos National Laboratory/Department of Energy. The Operations Bureau Commander is responsible for Patrol, Investigations, Community/Court Relations, Field Training, Crime Analysis, Reserves, and School Resource Officers. The Emergency Management Commander is responsible for Planning, Emergency Management Grants, Centralized Dispatch, and Radio Operations.

Section

A Section is the fourth subordinate organizational component within the police department. A section is a bureau component managed by a section supervisor that performs a specific law enforcement function or administrative service (Example: Records, Dispatch).

Shift/Watch

A Shift or watch is the principle subordinate organizational component within the agency and is under the control of a single supervisor.

Team

A Team is a group of department personnel whose primary assignments are in functional areas and who are assembled for a special purpose as needed. Team supervisors report to a commanding officer or manager as designated by the Chief of Police for control purposes (Example: Bomb Team).

Unit

A unit is comprised of an operational or administrative service that is an indivisible entity representing one part of a whole (Example: K-9 Unit).

Special Assignment

Special assignments are duties outside of an employee's regular duty, i.e. FTO, Instructor, Honor Guard, Fleet, etc. Specialized Unit's are special assignments that require enhanced training and readiness, i.e. Bomb Team, K-9, etc.

IV. COMMAND STRUCTURE

The order of rank for the Los Alamos County Police Department is as follows. After the Chief of Police, the line of succession is by rank and seniority in rank.

A. Sworn Rank Structure

Chief of Police
Deputy Chief of Police
Commander
Sergeant
Corporal
Police Officer
Reserve Officer

Non-Sworn (See below sections of this GO to identify supervisory relationships)

Commander Emergency Management/Records/Dispatch Sections
Office Manager
Office/Senior Office Specialist (for Emergency Management)
Office/Senior Office Specialist (Office of the Chief)
Detention Administrator
Detention Shift Supervisor (Sergeant)
Detention Officer II (Corporal)
Detention Officer I Public Service Aide Supervisor
Public service Aide II
Public Service Aide I
CDC Director
CDC Shift Supervisor
Dispatcher II
Dispatcher I
Records Specialist
Evidence Technician
Volunteer/Auxiliary Member

V. ORGANIZATION

Office of the Chief of Police

The Office of the Chief of Police provides various specialized managerial and executive services and is composed of a:

A. Chief of Police

1. The Chief of Police is the Chief Law Enforcement Officer for Los Alamos County, New Mexico. The Chief of Police coordinates and directs all functions of the Los Alamos County Police Department. The duties and responsibilities of the Chief of Police are delineated by the New Mexico Constitution, New Mexico Statutes and the Los Alamos County Charter.

2. Reporting directly to the Chief of Police are the Deputy Chief of Police, Department Commanders, Emergency Management Commander, and Office of Professional Standards. In addition, the Office of the Chief is supported by an Office Specialist detailed to handle administrative duties as assigned.
3. When absences of the Chief of Police are anticipated, the Deputy Chief of Police or a Department Commander (Sworn) will act on his behalf. If the Chief, Deputy Chief of Police and Department Commanders are anticipated to be absent, the Chief will designate someone at his discretion to act on his behalf.
4. Occasions may occur that cause the Chief of Police to be unavailable or unable to perform his lawful duties. It is therefore the department's intent to establish a line of succession. The line of succession is comprised of command rank officers who act on behalf of the Chief of Police.
5. Public Information – The Chief of Police or his designee is the primary point of contact between the Los Alamos County Police Department and members of the news media.
6. Professional Standards - The Office of Professional Standards reports directly to the Chief of Police for all Internal Affairs functions and to the Staff Services Commander for all Accreditation functions within the department. Based on the nature of the complaint and the individual(s) involved, the Chief of Police may assign complaints to any supervisor within the department. The Office of Professional Standards is responsible to evaluate policy and procedure against established criteria, and have compliance with that criteria verified by an independent and authoritative body. The criteria, or standards, are policy development guidelines that represent a level of quality service delivery.
7. The Chief of Police will make assignments in consideration of knowledge, skill, ability, seniority, work history, discipline history, evaluations, and operational needs. Positions in Patrol, Dispatch, and Detention may, at the Chief's discretion, establish a shift bid preference procedure. Other assignments and functions are not subject to a shift bid preference.

B. Deputy Chief of Police

1. The Deputy Chief of Police will fulfill all of the responsibilities encompassed with the job description as well as specific duties assigned by the Chief of Police. The Deputy Chief acts as Chief of Police as assigned. The Deputy Chief of Police acts as liaison to other county departments, and outside entities on behalf of the Chief of Police, oversees the supervision of personnel, which includes work allocation, training and problem resolution. Plans, administers, manages and directs police department operations and personnel including the direct supervision of the Operations Commander. In addition to the listed direct reports, the following Section components are the responsibility of the Deputy Chief of Police. In some cases the Section function may be provided by another County entity but will be coordinated under this specified department.
2. Detention Center – The Detention Center Section is supervised by a Detention Supervisor who reports directly to the Deputy Chief of Police and is responsible for

the intake, processing, classification, confinement and care of individuals lawfully arrested, charged and placed in his or her care. The Detention Supervisor oversees the medical and food service contracts, arranges transportation of prisoners and all associated functions related to the management and operation of the Detention Center.

3. **Animal Control** - The Animal Control Section is directly supervised by the Public Service Aide Supervisor who reports to the Deputy Chief of Police. The Animal Control Section is responsible for the enforcement of County Ordinances regulating the ownership and control of domesticated animals. The Public Service Aides are responsible for the management of the Animal Shelter and the care of all animals under the section's control.
4. **Fleet Maintenance** - is responsible for coordinating the maintenance, repair and safety of all vehicles and associated equipment assigned to and utilized by the department. This includes responsibility for the continued operational readiness of all agency vehicles and equipment.

C. Bureau Commander Operations

1. **The Operations Commander** is a command level officer who reports to the Deputy Chief of Police. In addition to specifically assigned duties, he or she may perform all functions of command and supervision of the department in the absence of the Chief of Police, and Deputy Chief of Police. During normal day-to-day operations, officers will follow their respective chain of command. The Commander has the responsibility for supervising the daily patrol and investigations operations and is the primary crisis management Commander.
2. **Police Patrol** - Sergeants and Officers are assigned to the patrol function to respond to, and proactively address, the law enforcement concerns of Los Alamos County. The Los Alamos County Police Department will operate under the Community Policing and Problem Solving Model and will focus policing efforts on reducing the occurrence of crime and social disorders that contribute to criminal activity. The patrol function includes follow-up investigation of crimes to the level that can be competently accomplished within the resources available. The Patrol Sergeant is responsible for the supervision of officers assigned to his/her Shift and the timely completion of all incidents, criminal and accident reports as well as all other duties assigned.
3. **Criminal Investigations** - The Criminal Investigations Unit is supervised by a Sergeant who oversees and manages the investigation of all major cases, special investigations (e.g., Vice and Narcotics) and crime scene processing.
4. **Watch Commander** – The Watch Commander is the highest ranking sworn officer on shift duty during a tour. The Watch Commander is responsible for all operational and personnel issues throughout the department during their tour of duty. Watch Commanders will insure that all policies, procedures and operational objectives are carried out and that appropriate command staff notifications are carried out as outlined in General Order 211.00. The Watch Commander will work through the appropriate department supervisors to carry out these duties; however, it should be clear that the Watch Commander operates with the authority of the Chief of Police in the absence of the Chief, Deputy Chief and the Police Operations Commander.

5. Community Liaison Unit – The Community Liaison Unit include the School Resource Officers and Juvenile Officer. Officers within this unit will oversee community groups, programs, and concerns. Officers assigned as School Resource Officers will be assigned to Los Alamos County Schools as funds and positions become available. Officers assigned to these positions will provide law enforcement services to the school system and will be available for other duties when school is not in session. When assigned to the schools, the SRO's will report to the Community Liaison Sergeant. The SRO's may report to other supervisors depending upon particular assignments.
6. Crime Prevention – The Operations Commander will coordinate crime prevention efforts for the department and assign activities to officers or detectives as appropriate. Crime Prevention activities include public education programs and other activities that target crime based on type and geographical area as indicated by the Crime Analysis unit. Assigned officers will also assist in organizing crime prevention groups in residential and business areas and maintain liaison with those and other interested community groups. The Operations Commander may also require the assigned officer to evaluate the effectiveness of any programs they are assigned.

D. Bureau Commander Staff Services

1. The Staff Services Commander is a command level officer who reports directly to the Chief of Police. In addition to specifically assigned duties, he or she shall perform all functions of command and supervision of the department in the absence of the Chief of Police, and Deputy Chief of Police, as assigned. The Commander has the responsibility for supervising the Evidence Control and Training/recruiting functions. The Staff Services Commander will fulfill each responsibility encompassed within the job description for Police Commander as well as specific duties assigned by the Chief of Police. In addition to the listed direct reports, the following Unit components are the responsibility of the Staff Services Commander. In some cases the Unit function may be provided by another County entity but will be coordinated under this specified department.
2. Policy Development - This responsibility entails the development of Policies and Procedures for the Los Alamos County Police Department. Included in this area of responsibility is maintaining the Department Manual and all Departmental Orders (e.g., General Orders, Special Orders, Interim Orders, Personnel Orders, etc.).
3. Staff Inspections - This duty entails the assignment of departmental supervisors to conduct inspections of all department components, on an annual basis. The Staff Services Commander Department will coordinate all Staff Inspections in accordance with the provisions of General Order 604.00: Staff Inspections, and in compliance with the directions of the Chief of Police.
4. Property Control - is responsible for the receiving, storage and dissemination of all agency owned property that is directly related to the primary enforcement operations of the department. Duties include: procurement; distribution; and audits of equipment such as firearms, ballistic vests, radios, pagers, cell phones, uniforms, etc. This position may report through a sworn Sergeant to the Staff Services Commander at his or her discretion.
5. Bomb Team - A Team of specially trained officers that render safe and remove suspected explosive or other dangerous or destructive devices that cannot be

handled by other personnel. The officers assigned to this Team perform this function in addition to their regularly assigned duties and report to the Staff Services Commander.

6. **Crime Analysis** - This function will be assigned by the Chief of Police to an employee who is responsible for the capturing, recording, analysis and dissemination of crime and agency related data to the Chief of Police, Command Staff and other operational components of the department. This assignment produces analytical reports reflecting crime and accident trends as well as activity levels to affected commands as dictated by managerial needs.
7. **LANL Liaison Officer**- This function will be assigned by the Chief of Police to a sworn officer who is responsible for calls for service on LANL property as well as overall inter-agency collaboration and cooperation. This position may be utilized to support patrol and investigative functions at the direction of the Staff Services Commander. This position may report through a sworn Sergeant to the Staff Services Commander at his or her discretion.
8. All specialized assignments report directly to the Staff Services Commander Deputy Chief of Police for administrative and operational guidance, unless otherwise directed. These special assignments may include Armorers, special assignments related to certification, Crash Reconstruction, Defensive Tactics, EVOC, Field Training, Firearms, Honor/Color Guard, Tactical Team, K-9 Unit, Terrorism Liaison, and Department Instructors.
9. **Training** - This area of responsibility entails the development of the department's training program and the certification of all employees in areas requiring special licenses or certifications. This area will also endeavor to assist departmental personnel in attending training conducive to their assigned or aspired assignments. The Staff Services Commander will assist other supervisors in the continuing development of personnel, training programs and providing training opportunities. Due to the technical and specialized areas of training involved, the Staff Services Commander may assign certain training functions to qualified instructors from either inside or outside of the department. The Staff Services Commander will create and maintain a Training File of courses available, individuals' attendance at training, copies of all training received, licenses, certifications and other pertinent documentation. An electronic Master File of training received by all personnel will be maintained by the Staff Services Commander. Some sections may assign personnel to oversee training needs within the section; however, the Staff Services Commanders maintains departmental oversight of all training functions.
10. **Evidence control** - This position is responsible for control of all evidence and property seized or turned in to the police department. This includes such activities as securing evidence, providing for any necessary lab testing, and the return of evidence and property under the department's control to the rightful owner or to be disposed of as may be directed by a court of law. The evidence technician may be assigned other duties as outlined in the job description to include crime scene processing.
11. **Records Section** - This Section is supervised by an Office Manager and is responsible for the collection, collation, approval, filing and safekeeping of all police reports (e.g., incident, crime, accident, citations, etc.) as well as all other documents

required by law or ordinance. This Section is also responsible for handling all subpoenas, warrants, requests under the Public Information Act, providing criminal records checks, and other duties as assigned. The Records Unit also prepares reports both internally and externally for purposes of research, mandated crime reporting to the FBI for the Uniform Crime Report and other reports as directed. The Office Manager, in addition to supervising the Records Section staff, will be responsible for management of the department's automated and paper records (including the Archives at the County warehouse), producing budget printouts as requested, department payroll and timesheets, website maintenance and development, ensuring quality service to internal and external customers, providing support to the Office Of the Chief of Police and other duties as assigned by the Staff Services Commander.

E. Bureau Commander Emergency Management

1. The position of Emergency Management Commander is a non-sworn position within the police department who is responsible for the development and implementation of a comprehensive Emergency Management (EM) program for Los Alamos County, CDC operations, and Records operations. This management position administers and manages the EM program and activities and develops emergency preparedness capabilities, plans and procedures. The Emergency Management Commander is responsible for preparing and facilitating all training and preparation development as it pertains to the County's Emergency Operations Plan. The Emergency Management Commander supports the Office of the Chief by providing proactive emergency planning and training in support of Emergency Management.
2. Reporting directly to the Emergency Management Coordinator is a Senior Office Specialist who will assist the Emergency Management Coordinator with various staff support functions and the CDC Director.
3. The Emergency Management Commander will fulfill all of the responsibilities encompassed within the job description for the Emergency Management Coordinator as well as any specific assignments delegated to him or her by the Chief of Police. In some cases, the unit functions may be provided by another County entity but will be coordinated under this Bureau.
4. Consolidated Dispatch Center (CDC) - The direct supervision of the CDC is provided for by four Dispatch Shift Supervisors who report directly to the CDC Director who is responsible for the overall management of the CDC. The CDC is responsible for dispatching police, fire and emergency medical personnel to incidents requiring emergency assistance as well as routine calls for service and assistance from the community. This section is also responsible for compliance with all the rules and regulations concerning the National Crime Information Center (NCIC), radio communications, telephone communications, teletype and automated data communications, alarm monitoring, and all other duties, responsibilities and tasks assigned to the CDC.

VI. SPAN OF CONTROL

1. Each bureau and section is commanded by one designated supervisor.

- i. Personnel assigned within a bureau or section are accountable to only one designated supervisor at any given time.
 - ii. The span of control of civilian supervisors is limited to civilian employees in that particular department.
2. Civilian employees are accountable to only one designated supervisor at any given time.
3. Supervisory personnel are responsible for the performance of employees under their immediate control.
4. The effective span of control of each section supervisor normally should not exceed 6 (six) assigned employees except under unusual, temporary or emergency conditions.
5. Responsibilities are delegated whenever necessary, to the lowest echelon possible for satisfactory execution.
 - i. Personnel exercise such authority as is commensurate with delegated authority.
 - ii. Personnel are responsible for the authority that is exercised and fully accountable for its use.
6. In any situation where personnel from two or more organizational sections or units are involved and the chain of command for that incident is not covered in other policies or procedures, the highest ranking or senior officer in grade is in command. An incident Commander is not relieved of command solely by the presence of a superior officer. Such relief of command must be clearly communicated to all present.
7. All personnel shall promptly obey any lawful order of a superior. In the event the superior officer is unable to communicate directly, any employee of the same or lesser rank may convey the order.
8. Orders conflicting with previous commands or with provisions of written directives are called to the attention of the supervisor. If there is no retraction or alteration, the order stands as given.
9. Personnel who are given orders which they feel to be contrary to written directives of the department should obey the order to the best of their ability. Personnel receiving an unlawful or improper order shall promptly report such to the Chief of Police through the chain of command. Appeals for relief from such orders may be made at this time.
10. Command or supervisory officers shall not knowingly give any order which is in violation of law, ordinances, or written directives.
11. Officers of the Los Alamos Police Department will often be involved in multi-agency operations. During these types of operations, officers will follow department policies and answer to the designated department supervisor. In instances where officers are assigned to an outside agency for assistance, officers will answer to the event

supervisor. Los Alamos Police Officers will follow LAPD policy at all times. Multi-agency operations should incorporate the Incident Command System if deemed necessary.

VII. STAFF MEETINGS

1. While the department is comprised of separate bureaus and sections, each level must allow for communication, coordination and cooperation among all functions. To facilitate this end, and to encourage and support the exchange of information between specialized functions, periodic staff meetings are held.
2. The Chief of Police calls a weekly (or as needed) Command Staff meeting. These meetings may be more frequent and personnel attending may be restricted according to the subject the matter being discussed.
3. Staff or ABLE meetings, which are mandatory for all supervisors, are held monthly. Additional meetings may be more frequent and personnel attending may be restricted according to the subject matter being discussed.

VIII. SUPERVISORY AUTHORITY

A. First Line Supervisory Authority

1. Sergeants and shift supervisors are the first line supervisory authority in the department and are responsible for, and have authority in, directing and monitoring the performance and conduct of subordinates, which includes, but is not limited to, the following:
2. Assure adherence to department directives, policies and procedures;
3. Counseling and coaching of subordinates in an effort to maintain the efficiency of the department;
4. Reception of complaints concerning the actions of personnel;
5. Invoking the disciplinary process.
6. The overall direction and control of their respective shifts or units. They are responsible for seeing that subordinate officers carry out directives in guiding personnel toward the accomplishment of department goals.

B. Command Officers Responsibility

1. Command level offices are responsible for the overall direction and control of their respective bureaus. They are responsible for seeing that subordinate supervisors carry out directives in guiding personnel toward the accomplishment of department goals.

IX. PLANNING AND RESEARCH

1. It is the philosophy of this department that each member has an interest and responsibility to participate in the planning process. Members will be advised when planning sessions are scheduled and are encouraged to submit suggestions.

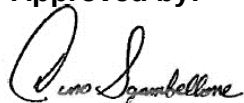
2. The role of the planning and research function will be to assist the Chief of Police and staff in providing department-wide planning and direction, and evaluation of the achievement of goals and objectives.
3. Any reports generated from planning and research will be disseminated to the affected personnel.
4. Planning and Research functions will assist the Chief of Police in the development of a Strategic Plan.
5. Data compiled and reported through the Crime Analysis Reporting (GO 204.00) will be used in the planning and research function.

X. ATTACHMENTS

ATTACHMENT A: Organization Chart

Attached to, and made part of, this General Order are the following Table Organization Charts.

Approved by:



Dino Sgambellone
Chief of Police

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104.00 Written Directives			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.09.01, 02, 03		

I. PURPOSE

The purpose of this General Order is to provide instruction for the proper preparation, indexing, distribution, and purging of written orders and directives.

II. POLICY

The Chief of Police has the responsibility and the authority to direct the actions of all personnel attached to the Los Alamos County Police Department whether their status with the department is "employed," "appointed," "assigned" or "volunteer." It is the policy of the department that such direction be lawful, precise, thorough, and especially, consistent. Such direction may be either oral or written in nature. Written directives must inspire confidence and provide clear understanding of all constraints and expectations placed upon the members of the department, regardless of their status, as a condition of their continued employment or association with the department. Written directives must also provide guidance to all personnel in the daily performance of their assigned duties and responsibilities.

III. DEFINITIONS

CORRESPONDENCE - Any written communication, processed for mailing, intended for the general public, businesses, public or private institutions and organizations, or other law enforcement agencies.

ELECTRONIC MAIL - A system that permits users to send, and receive, memoranda, e-mail, directives, and other official information electronically to, and receive from, other authorized users on any of the networked systems provided or approved for use by the Los Alamos County Police Department.

GENERAL ORDER - A written directive, issued by the Chief of Police, referring to the adoption, revision or deletion of a policy, procedure, directive or other official communication affecting, at a minimum, more than one organizational component of the department for the indefinite future.

INTERIM ORDER - A written directive, issued by the Chief of Police, concerning policies, procedures, circumstances or events, involving specific organizational components or department members and their activities. An Interim Order is temporary in nature and self-canceling at the end of the activity or stated period of time. It may also serve as a directive until it is incorporated into a new or existing General Order.

INTER-OFFICE MEMORANDA - An official communications sent through approved channels that do not create or alter any policy or procedure of the Los Alamos Police Department. Memoranda generally provide information of interest or importance to members of the department.

MANUAL - The term 'Manual' refers to and includes the following references to this Manual: Los Alamos Police Department Policies and Procedures Manual, Policies and Procedures Manual, Department Manual and all other references that indicate this Manual.

OFFICIAL COMMUNICATION - Any written document, regardless of form, that provides or requests information, direction, instruction, advice or states an order. Official Communication also includes oral commands, orders and directives.

PERSONNEL ORDER - Written directives, issued by the Chief of Police, announcing the hiring, promotion, transfer, termination, changes in classification or status, or any other personnel action affecting members of the department.

POLICY REVIEW COMMITTEE (PRC) - A group of employees, designated by the Chief of Police, whose purpose it is to review all drafts of written directives for purposes of accuracy, completeness, correctness and coordination among department components, compliance with law and County Policy, and training (where appropriate) prior to signature, distribution and implementation. Substantive policy changes may be reviewed by the Human Resources Manager and County Attorney.

POLICY STATEMENT - Any broad statement of department principles issued by the Chief of Police. Policy Statements provide the basis and framework for the development of written directives and procedures that give members appropriate guidance in their conduct, performance of duty and service to the community.

PROFESSIONAL STANDARDS - Rules and regulations pertaining to required or prohibited conduct for all department personnel, regardless of status, both on and off-duty.

SPECIAL ORDERS / STANDARD OPERATING PROCEDURES - These are written directives issued by Deputy Chief of Police, or Bureau Commanders and approved by the Chief of Police, which describe the duties and responsibilities of their respective units and prescribe specific procedures for carrying them out. Such directives affect only the organization and operation of the specific section(s) or unit(s) to which it is directed.

TRAINING BULLETINS - These are written communications about matters affecting the operation of the police department, or any component of the department, which requires instruction, explanation or clarification. Members assigned to units receiving Training Bulletins pertaining to their assignment shall keep a copy of such Training Bulletin in their Department Manual.

WRITTEN DIRECTIVES - As used in this Manual, means and includes any written orders (e.g., General Orders, Interim Orders, Special Orders/Standard Operating Procedures, or Personnel Orders), Directives, or Official Communications (e.g., emails, Inter-Office Memoranda), etc.

IV. PROCEDURES

A. Distribution and Maintenance of Policy and Procedure Manual

1. All personnel will be issued electronic copies (USB Flash Drive) of the Policies and Procedures Manual and updates, as appropriate. Members shall be responsible for knowing and complying with the content of the Manual. Personnel will maintain a current copy of all directives in the "Policies and Procedures Manual" and maintain the Manual in current condition at all times. At a minimum, each Manual shall contain a copy of the Department's Mission, Vision and Core Belief Statements, Policy Statements and General Orders. In addition, once assigned to a specific unit, section, or bureau of the department, members shall comply with all Special Orders / Standard Operating Procedures and Training Bulletins relative to that assignment.
2. The current edition of the Policies and Procedures Manual will be available on the Intranet and is also available for review in the Office of the Chief.
3. All personnel, upon receiving a flash drive of Policies and Procedures Manual will complete the Acknowledgement Form provided and return it to the Office of the Chief of Police, within ten (10) days of receipt, indicating that they have received, read, understand and will comply with its contents.
4. Copies of material of an instructional nature will be forwarded to the Training Unit in the Staff Services Bureau.
5. All General Orders, Policies and Procedures, Manuals, and Rules and Regulations, will be reviewed, purged, and updated, as appropriate, at least once annually. The Office of the Chief will be responsible for issuing all members of the department current flash drives of the "Policies and Procedures Manual" and all new and newly revised policies, procedures and General Orders.

B. WRITTEN DIRECTIVES

1. The Division has a values and mission statement.
2. The Chief of Police has the authority to issue, modify, or approve all written directives.
3. Directives include but are not limited to General Orders, Special Orders, Personnel Orders, Training Bulletins, and Memoranda.
4. General Orders are permanent statements, to include policy, procedure, and rules and regulations.
5. Special orders and memoranda: The rank of Commander or higher may issue Special Orders. Any member of the Department may issue memoranda for purposes of general information.
6. Special Orders are issued on a special or temporary basis to address special activities, changes in policies, and last for the duration of the special activity or until adopted as a General Order.
7. Personnel Orders are issued to affected personnel for ancillary duty assignments, shift assignments, promotions, and other personnel assignments. They may also be used to report the status of current, former or retired personnel.

8. Training Bulletins are issued to personnel for disseminating pertinent training information.
9. Memoranda are issued for general information purposes and include electronic memos.

C. Reviewing and revising directives:

1. The directives will be indexed, updated, revised and/or purged in accordance with Accreditation standards and as otherwise provided in directives. On an annual basis, special orders and other corrections or modifications to General Orders shall be incorporated into the General Orders manual.

D. Department policy:

1. The directives system for the department serves as the statement of policy.
2. Directives address all issues of department policy, rules and regulations, and orders.
3. The directives shall identify the procedures for carrying out departmental activities.

E. Changes to policy and procedure:

1. General Orders shall be reviewed by the Chief of Police prior to being circulated. Changes to policy and procedure may be proposed by any member of this Division, prepared for review by the Accreditation Manager, and reviewed by affected functions (if applicable), Deputy Chief, Bureau Commanders and the Chief of Police prior to adoption. This review will be to ensure the proposed policy changes do not contradict other policies or applicable laws.

F. Internet Usage

1. The department provides computer and telecommunications resources only for Internet activities that support research and administrative processes; department sponsored community services and other value-added activities.

G. Indexing, Formats, and Review

1. Responsibility for numbering and indexing all General Orders, Interim Orders, Personnel Orders and any other appropriate communications lies with the Commander of the Staff Services Bureau. Written Directives will be numbered sequentially in their respective categories preceded by the year in which they were issued. For example, Personnel Order 07-15 would indicate that it is the fifteenth (15th) Personnel Order issued in 2007. Standardized forms will be placed on the N drive for all written directives.
2. All General Orders and Special Orders/Standard Operating Procedures that are not self-cancelling shall be reviewed at least annually by the issuing authority to determine if they should be:
 - i. Cancelled;
 - ii. Incorporated into another directive or manual;
 - iii. Revised; or
 - iv. Continued in their present form.

V. AUTHORITY

1. Written directives will not be construed to abridge or expand the rights of any person under the Constitution of the United States or the Constitution of the State of New Mexico.
2. The Chief of Police expressly reserves the right to unilaterally issue, amend or cancel oral and written directives.

Approved by:



Dino Sgambellone
Chief of Police

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105.00 Professional Conduct and Responsibilities			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.02.01, ADM.09.03, PER.09.01		

I. PURPOSE

The purpose of this General Order is to set clear guidelines and establish a Code of Conduct for the behavior, appearance, and actions of all employees and volunteers of the Los Alamos County Police Department, both on and off-duty. These guidelines are issued in support of the Department's Mission, Vision, and Core Beliefs, General Order 100.00.

II. POLICY

It is the policy of the Los Alamos County Police Department that all employees and volunteers representing Los Alamos County, the Los Alamos County Police Department and/or the Chief of Police conduct themselves in an exemplary and professional manner, reflective of the standards set forth by the Chief of Police. These identified professional standards represent actions, activities, and standards of behavior expected of employees and volunteers by the Chief of Police as well as the citizens of Los Alamos County. The rights of all members shall be respected in all aspects of department operations so as to achieve and maintain compliance, cooperation and organizational order. Disciplinary actions when necessary shall be administered equitably and fairly and based upon the facts as determined through investigations into reported or observed acts of alleged improper conduct.

GENERAL PROFESSIONAL RESPONSIBILITIES / CODE OF CONDUCT

A. General Duties

1. Personnel shall conduct themselves, both on and off-duty, in such a manner as to reflect most favorably on the department.
2. Within Los Alamos County, sworn employees will:
 - i. Enforce all Federal and State laws as well as all designated County ordinances;
 - ii. Protect life and property;
 - iii. Preserve the peace;
 - iv. Prevent, detect and deter crime.
 - v. Arrest violators of the law.
 - vi. Contribute to a sense of community safety and security through their words and actions.

B. Respond to Orders, Calls for Assistance

1. Employees will at all times respond without delay to the lawful orders of a superior officer, as well calls for assistance from citizens or other members of the department.

The administrative delegation of the enforcement of certain laws and ordinances to particular units of the police department does not relieve employees of other units or divisions from the responsibility of taking prompt, effective action within the scope of those laws and ordinances when the occasion so requires. Employees assigned to special details or duties are relieved from taking prompt actions outside the scope of their specialized assignment except where there is an imminent and serious threat to life or major property loss or damage.

2. Employees will perform their duties as required or directed by law, Police Department Policy, order, or by direction of a superior officer.
3. Emergency calls take precedence, however all calls will be answered as soon as possible consistent with normal safety precautions and motor vehicle laws. **Exception:** Under the most extraordinary circumstances or when otherwise directed by competent authority, no employee will fail to answer any telephone, computer message, or radio call directed to him or her. Field units will, without fail, inform the Consolidated Dispatch Center when leaving the air or returning to duty status.
4. Members shall obtain information in an official and courteous manner and act upon it in a proper and judicious manner within the scope of their duties whenever any person applies for assistance or advice, or makes a complaint or report either in person, via telephone or other means.

C. Assignments and Attention to Duty

1. Personnel shall report for duty at the time and place required and shall be both mentally and physically fit to perform their duties. They shall be properly attired and equipped and prepared to immediately assume their duties. They shall, at all times while on-duty, or in uniform, present a professional and businesslike appearance.
2. All personnel shall notify the Consolidated Dispatch Center (CDC) at least sixty (60) minutes prior to the start of their work shift if they intend to use Sick Leave in lieu of reporting for duty. In addition to calling the CDC, the employee will call their supervisor notifying them they are calling in sick. The Shift Supervisor, or designee, shall notify the appropriate supervisor of the employee's absence as soon as possible. Employees on approved extended sick or injury leave, or absent due to a Worker's Compensation situation, are exempt from this daily notification requirement. Employees are required to notify their supervisor (not their voice mail) as soon as possible when other unscheduled work absences occur due to unforeseen emergencies.
3. Employees in doubt as to their assignment, or the nature of their duties will seek such information from a supervisor prior to taking any action.
4. Employees are expected to obtain and maintain a working knowledge of the department's area of jurisdiction, patrol areas and the County's boundaries.
5. Judicial or Administrative subpoenas shall constitute orders to report for duty under this section.
6. When an employee is assigned to any area, whether it is a patrol area, post, stake out, zone, or task, it will be that employee's responsibility to remain within the assigned area or perform the assigned duties, unless he or she is granted

- permission to leave that area or discontinue the assignment by competent authority. If time is of the essence and competent authority to leave the area is not secured, the employee will be responsible for justifying his or her action.
7. All employees are to remain on duty and at their assignments until properly relieved by another employee or until dismissed by a competent authority.
 8. Members shall notify their supervisor, or the Consolidated Dispatch Center, or another responsible member of the department, if possible, before leaving their duty assignment for any reason, including illness or injury.
 9. Personnel shall constantly direct their best efforts to the intelligent and efficient accomplishment of the Department's mission, goals, objectives, and responsibilities. They shall not engage in any activity or personal business that may cause them to neglect or be inattentive to duty; nor shall they engage in any conduct that may result in their disqualification as a department employee; or that denies them access to official police information.
 10. Time and workload permitting, personnel are permitted to suspend their assigned duties for breaks and meals during their shift as directed by their supervisor. Such breaks shall be limited to approved locations and for the time authorized. Employees are subject to immediate recall.
 11. Employees will attend and respond to requests from the public quickly and efficiently, avoiding unnecessary referrals to other parts of the police department.
 12. If an employee is absent from duty for a period of one (1) day or more, without calling and speaking to their immediate supervisor or notifying the CDC, they are considered to be "Absent Without Leave." Further, the employee is subject to disciplinary action and their timesheet will reflect the absence as Unauthorized Leave Without Pay. The employee's immediate supervisor will report the absence in writing, via the chain of command, to the Chief of Police.
 13. If a member of the department has received any injury or undergone any medical treatment that may impair their ability to fully and safely perform their duties, they shall so report it to their immediate supervisor who will determine their work status before permitting the member to assume their duties.
 14. Employees who have been issued a Policies and Procedures Manual are responsible for maintaining the Manual and will make the appropriate additions and deletions necessary to ensure that the Manual is current. The Manual is subject to supervisory inspection at any time.
 15. Employees will be punctual in all aspects of their duties and responsibilities pertaining to the department. Members shall submit all necessary reports, citations and documents on time and in accordance with department policies and procedures. Members shall not knowingly enter or cause to be entered any inaccurate, false or improper information nor fail to enter important or pertinent information.
 16. Members shall not violate the Constitutional Rights of any person.

17. Officers shall only arrest and incarcerate those individuals who have violated a law of which they have enforcement authority. They shall only search and seize property in accordance with the law and the policies and procedures of the department.
18. Employees will immediately notify their supervisor in writing of any injury or illness which happens to them or that occurs to any person coming into the employee's care, custody, and control during the course of their duties. They shall complete all required forms.
19. Prior to the end of his or her current shift, employees will report all information regarding criminal activity or suspected criminal activity to their immediate supervisor and other appropriate authority. They shall submit all citations and reports before leaving the department unless specifically authorized to do otherwise by their immediate supervisor.

D. Limited Police Authority

1. All officers, when outside of Los Alamos County, must be aware of their limited authority, especially involving crimes committed in their presence, during actions incidental to fresh pursuit, prisoner transports, and the carrying of a concealed weapon.

E. Off-Duty

1. An officer, who is technically off-duty, is always subject to orders from superior officers regarding emergency police matters. Further he or she is responsible for taking necessary action in any police matter coming to his or her attention which requires immediate action. Officers may carry firearms off-duty in accordance with federal and state law.

F. Incompetence

1. An employee will be determined to be incompetent in his or her job performance when he or she has demonstrated an inability to meet reasonable measures of job performance or to maintain established standards of proficiency. Depending upon the circumstances, the Chief of Police will determine appropriate action, including (but not limited to) counseling, retraining, transfer, demotion, or discharge of such employee.
2. An employee may be determined to have impaired or jeopardized the proper and efficient operation of the police department due to his or her carelessness or neglect of their job performance under this provision: Where he or she acts or fails to act, either in a deliberate or willful manner, that reflects a reckless or wanton disregard for life, safety, or property; or in any manner contrary to acceptable standards of performance; or which resulted or could have resulted in injury to themselves or another, damage to the property of another or to County or department property. Furthermore, repeated incidents of minor carelessness or a pattern of errors, neglect, and/or inattentiveness to job performance are of an equally serious nature and will not be tolerated. Each case of carelessness or neglect will be evaluated and considered on its merits and may result in appropriate administrative or disciplinary action up to and including discharge of the employee.

3. Members of the department are required to attend assigned training, maintain their professional competence and certifications to properly perform their duties and assume the responsibilities of their positions.

G. Courtesy and Respect

1. Members of the department will treat each other and members of the public with dignity and respect at all times. They will be courteous and civil in their relationships and not engage in behaviors that are intended to belittle, ridicule, or embarrass another person or employee.
2. Members will be courteous and orderly when dealing with the public. Members will perform their duties avoiding harsh, violent, profane, or insolent language. Members shall be tactful, control their tempers, exercise patience and discretion, and shall not engage in argumentative discussions, even in the face of provocation.

H. Impartiality

1. Members of the department will remain completely impartial towards all individuals coming to the attention of the department. They shall treat all people with courtesy and respect and perform their duties without prejudice or favoritism. Members will at all times refrain from using any language, mannerisms, acts or behaviors that are derogatory, belittling, insulting or inflammatory or that may be considered a display of prejudice, partiality, or hatred.

I. Identification

1. Upon request, employees will supply their name, identification number, current work assignment and the name of their immediate supervisor in a courteous manner to any person requesting that information when they are on-duty or while acting in their official capacity. Such information may be withheld when necessary for the performance of police duties, is so authorized by proper authority, or when impractical or unfeasible.
2. Officers in plain clothes shall identify themselves by displaying their department badge and upon request their identification card, before taking any law enforcement action.

J. Compliance with Laws, Orders, Policies and Procedures

1. Members of the department shall obey all laws of the United States and of any state, local or foreign jurisdiction in which they are present. Conviction for the violation of any criminal law or failing to comply with a civil court order shall be prima-facie evidence of a violation of this section.
2. Members of the department shall observe, obey and fully comply with all Policies and Procedures, General Orders, Interim Orders, Special Orders/Standard Operating Procedures, Directives and all official communications, whether verbal or written, that are issued by superior officers. This includes all lawful orders of a supervisor or orders given via police radio or other means or relayed from a supervisor by personnel of the same or lesser rank.

3. Members knowing of other members violating laws, ordinances, rules and regulations, orders, directives or official communications of the police department or superior officers, shall report the same immediately, in writing, to the Chief of Police through their chain of command.
4. Members shall familiarize themselves with, and have a working knowledge of, all laws of the State of New Mexico and ordinances of Los Alamos County that they are required to enforce.
5. No employee is required to obey an unlawful order or an order which is contrary to Federal or State law, or Local Ordinance and shall not do so. NOTE: (Employees are reminded that the Chief of Police may impose regulations that are more restrictive than Federal or State Laws or Local Ordinance as long as such orders or regulations are not in conflict with said laws).
6. Employees will not knowingly issue orders which are contrary to Federal or State Law, or Local Ordinance.
7. An employee who is given an order that he or she feels is unjust or improper, or that he or she feels is in violation of the police department Rules and Regulations, must:
 - i. Obey the order to the best of his or her ability.
 - ii. Appeal such order through their chain of command.
8. Should any order conflict with a previous order, or with any provision of the Policies and Procedures, the subordinate to whom the order is given will politely call attention to such conflict. If the supervisor giving the latter order does not alter or retract said order, then his or her order will stand. The responsibility will be with the individual issuing such order. The subordinate obeying the order will not be held responsible for disobeying any order previously given.
9. Personnel shall not obey any order which they know or should know would require them to commit an unlawful act. If in doubt as to the legality of an order, personnel shall ask the issuing supervisor to clarify the order, rule, regulation or directive that is in conflict.
10. Any member(s) directly involved in, or who have knowledge of, any of the following activities shall immediately report such to their immediate supervisor.
 - i. Arrest, conviction, entry of a guilty plea or a plea of "Nolo Contendere" (No Contest), to any felony or violation of federal or state law or any local ordinance related to aggravated assault, aggravated battery, theft, weapons, driving while intoxicated, spousal abuse, child abuse or neglect, elderly abuse or neglect, illegal drugs, controlled substances, explosives, or crimes involving moral turpitude.
 - ii. Knowingly making false statements or giving any false information to the department, any law enforcement personnel or the New Mexico Law Enforcement Academy.
 - iii. Committing any act which would indicate a lack of good moral character or integrity, which constitutes any dishonesty or fraud and/or which adversely

affects the individual's ability to be trusted or to exercise his or her department duties.

- iv. Committing any act which indicates that the member has abused the authority or trust granted him or her by the State of New Mexico or the department.
- v. Is found to have committed any act or acts which would be grounds for denial of an application or certification for which the department member is required to maintain in the course of his or her duties.
- vi. Is party to any civil action.

K. Members Under Investigation or Served as a Respondent

- 1. When an employee becomes aware that he or she is the subject of an investigation by a law enforcement agency other than the Los Alamos County Police Department, he or she will immediately notify his or her commanding officer of the agency conducting said investigation and what actions he or she has taken to resolve the matter.
- 2. An employee served as a Respondent with any injunction or court order involving restrictions on the use, purchase, possession or transportation of firearms or any other weapons, or that imposes restrictions on behavior, mobility, association, contact, or any other behavior shall immediately notify the Chief of Police through the chain of command by written memorandum detailing the circumstances behind the order or injunction, and by attaching a copy of said court order or injunction to the memorandum.
- 3. Members shall fully cooperate with all agencies engaged in the administration of justice, public agencies, and other departments within Los Alamos County and shall give to each all the information and assistance they are entitled to receive.

L. Truthfulness at ALL Times

- 1. Members are required to truthfully answer questions and render material and relevant statements in all department and other official investigations. Employees are required to be truthful at all times whether under oath or not. Employees will not knowingly or intentionally infer or mislead, either directly or indirectly, any information to an employee of the police department, the public or any other legal, official, or governmental agency at any time.

M. Court Appearances

- 1. Employees will not volunteer to testify in civil actions and will not testify unless legally subpoenaed. Employees will accept all subpoenas legally served.
- 2. Employees who are subpoenaed as an expert witness in order to testify for the defense in any civil or criminal action, or against the County, State or United States are required to notify their immediate supervisor of such situations, in writing, within seventy-two (72) hours of being served a subpoena or request but in every case prior to any deposition or testimony. They shall also attach a copy of the subpoena to their written notice.

3. Employees will, when attending court or quasi-judicial hearing of any type, wear either the official uniform (Class A or B) or clothing conforming to standards imposed on officers wearing plain clothes. Employees are expected to maintain a clean and neat appearance. Employees will not wear the official uniform when appearing as a defendant in any court proceeding.

N. Employees Address and Phone Number

1. Employees are required to have a telephone at their place of residence. A cell phone is acceptable in place of a hardwired home telephone. Employees are required to have an answering machine or voicemail able to receive messages.
2. Employees will record their correct address and telephone number with the Office of the Chief of Police via the chain of command. They shall also insure that the Consolidated Dispatch Center has the current and correct information.
3. Changes in address or telephone numbers will be reported to the Office of the Chief, via the employee's chain of command, within 48 hours of said change. This will be done in writing and within the specified time whether the employee is working or not.

O. Department Building, Vehicles and Equipment, Security, Use, Repairs and Maintenance of; Inspections, Damage to


1. Members are required to possess and maintain a valid New Mexico driver's license and any/all required endorsements or operating certificates. They shall report all convictions for traffic offenses in writing, through their chain of command, to the Chief of Police.
2. Unless authorized by a command officer or supervisor, department equipment will not be used for any purpose other than that which accomplishes the police department mission. Equipment shall not be abused nor used in any way other than for which it was designed and intended.
3. No repair work, services or alterations of any kind will be permitted to be performed on any department vehicle or equipment by any person, firm, or concern unless specifically authorized by the supervisor of fleet maintenance or the immediate supervisor of the employee, unless in an emergency situation.
4. Citizens may be transported in department vehicles only when necessary to accomplish a law enforcement purpose. Such transportation will be done in compliance with department policies and procedures, or at the direction of a command officer or immediate supervisor.
5. Employees are hereby advised that equipment such as lockers, desks, files and cabinets, as well as vehicles assigned to them as a condition of their employment, are subject to inspection at any time by the department through any of its supervisors, commanders or managers or by their authority.
6. Agency telephones are primarily intended for use in conducting police department business and any employee using such telephones do so with that knowledge and understanding.

7. Employees of the department, when operating the department's radio, or telecommunications system, either from a mobile unit, hand-held unit, or from within the Consolidated Dispatch Center, shall strictly observe and adhere to department policies and procedures and those rules and regulations prescribed by the Federal Communications Commission, National Criminal Information Center, National Law Enforcement Telecommunications System, and New Mexico law enforcement Telecommunications System.
8. Members shall operate/use all County vehicles, equipment, property and facilities in a prudent manner, with due care and in compliance with all laws, and department orders. Employees shall not intentionally or recklessly cause any damage to any County facility, vehicle, equipment or property. Members will appropriately maintain and care for all vehicles, equipment, facilities and property assigned to them.
9. Members shall wear their seat belt when operating a County vehicle.
10. All members of the department are required to maintain the security of the department by not leaving doors unsecured that provide access to the building. Only authorized personnel shall have access to the CDC and records, the server room, and maintenance areas.
 - i. Access to the CDC will be in compliance with New Mexico administrative Code 10.29.1.10. Employees no longer qualifying shall relinquish any and all badges, cards, passes and keys to the CDC to the CDC Supervisor or other competent authority.

P. Department Information

1. Members of the department shall treat the official business of the department as CONFIDENTIAL. Information regarding any/all official business and personnel information (e.g., addresses and telephone numbers of members), shall not be disseminated to anyone other than those to whom it is legally intended and who have a legitimate right and need to know. Members having any doubts as to the release of information shall contact their supervisor *prior* to its release. Confidential information shall be handled in accordance with department policies and procedures at all times.
2. Members shall not obtain, nor attempt to obtain, any information from any department file(s), the Records Section, teletypes, or from any other source in the department than to which they are entitled in accordance with their official capacity and duties.
3. Members shall not use for any unofficial purpose any departmental information received or acquired during the course or scope of their official duties.
4. Members shall not release or disseminate any departmental information to anyone outside the scope of their official duties without the express permission of the Chief of Police, Division Commander, or their supervisor.
5. Members shall not use departmental letterhead without the approval of a Bureau Commander or higher.

Approved by:

A handwritten signature in black ink, appearing to read "Dino Sgambellone".

Dino Sgambellone
Chief of Police

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106.00 Awards and Recognition			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this policy is to establish criteria to recognize exceptional performance and to commemorate dedicated service by Department personnel. This policy also serves to maintain consistency in granting awards in order to enhance employee effectiveness. It is also the purpose of this policy to provide a method to recognize outstanding contributions non-agency law enforcement personnel and members of the community in order to foster and maintain good will and the spirit of teamwork.

II. POLICY

It is the policy of the Los Alamos County Police Department to recognize members, non-agency law enforcement personnel and citizens who demonstrate dedication, courage or superior initiative in the performance of their duties or while providing exceptional service to the Department and/or the community.

III. DEFINITIONS

None at this time.

IV. EMPLOYEE AWARDS

- A. **Medal of Honor** – The Medal of Honor is the highest award that can be presented to an individual employed by the Department. It is presented only in exceptional cases where an employee risks his or her life in the performance of their duty.
 1. The Medal of Honor will be awarded based on extraordinary actions that expose the employee to potential self-peril that is above and beyond the call of duty. Knowing the consequences of the act, the employee disregarded his or her own safety and acted in the best interest of the community.
 2. This award will be issued in numerical sequence.
 3. The actual Medal of Honor is a medallion designed around the Great Seal of the State of New Mexico, made from metal and attached to a blue and yellow ribbon (#2000).
 4. An award certificate will be presented with this medal.
 5. The award bar is solid blue in color, outlined in gold with six equally sized gold stars spaced in two rows on the bar (AR-1-10).
- B. **Medal of Valor** – The Medal of Valor is the second highest award that can be presented to an individual employed by the Department.

1. The basis for presentation of this award is service entailing exceptional courage or bravery while:
 - i. Saving or prolonging the life of a human being
 - ii. Preventing a serious crime
 - iii. Apprehending a suspect who has committed a serious crime
 2. The actual Medal of valor is a medallion designed around the Great Seal of the State of New Mexico, made from metal and attached to a blue and white ribbon (1000).
 3. An award certificate will be presented with this medal.
 4. The award bar is outlined in gold with a blue field in the middle of the bar with white bands on each side of the blue field. The word "VALOR" will be in gold letters inside the blue field (#AR-1-13).
- C. **Medal of Merit** – The Medal of Merit is the third highest award that can be presented to an individual employed by the Department.
1. The basis for the presentation of this award shall be:
 - i. Displaying unusual thoroughness and initiative while carrying out his or her duties and responsibilities.
 - ii. Efforts of diligence beyond what is normally required for the efficient accomplishment of the assignment.
 - iii. Saving or prolonging the life of a human being as a result of actions that would be considered first aid or CPR type actions. Retirement with ten (10) or more years of service in the Los Alamos County Police Department.
 2. The actual Medal of Merit is a medallion designed around the Great Seal of the State of New Mexico, made of metal and attached to a red ribbon (#1201).
 3. Recipients of the Employee and/or Officer of the Year Award will be presented with the Medal of Merit (excluding the award bar).
 4. An award certificate will be presented with this medal.
 5. The award bar is outlined in gold with a red field in the middle of the bar with white bands on each side of the blue field. The word "MERIT" will be in gold letters inside the blue field (#AR-1-13).
- D. **Officer of the Year (sworn)** – The selected officer will be an individual who has exemplified the highest ideals of the Department during the previous year.
1. The recipient will be presented the Medal of Merit (excluding the award bar).
 2. The recipient will receive the Officer of the Year award bar that will be blue in color and outlined in gold with a miniature Los Alamos County Police Department badge centered on the blue field. The miniature badge will have lettering on it that reads: "OFFICER OF THE YEAR LAPD" (#AR-150).

3. The recipient will receive a plaque and will also have his or her name placed on a plaque to be displayed in a permanent location within the Department, as designated by the Chief of Police.
4. An award certificate will be presented with this award.
5. This award will be presented annually.

E. Employee of the Year (non-sworn) -- The selected person will be an individual who has exemplified the highest ideals of the Department during the previous year.

1. The recipient will be presented with the Medal of Merit (excluding the award bar).
2. The recipient will receive the Employee of the Year award bar that will be blue in color and outlined in gold with a miniature Los Alamos County Police Department badge centered on the blue field. The miniature badge will have lettering on it that reads: "EMPLOYEE OF THE YEAR LAPD" (AR-150).
3. The recipient will receive a plaque and will also have his or her name placed on a plaque to be displayed in a permanent location within the Department, as designated by the Chief of Police.
4. An award certificate will be presented with this award.
5. This award will be presented annually.

F. Purple Heart – The Purple Heart shall be awarded to those individuals who receive a wound actually inflicted, or as a direct result of a suspect's felonious offensive actions.

1. Normally the criteria for this award will be that an employee received medical attention for the wound and the suspect was charged or could have been charged with battery on a law enforcement officer. (This in no way implies that the suspect need be identified or in custody).
2. The actual Purple Heart is a medallion designed around the Great Seal of the State of New Mexico, made from metal and attached to a purple ribbon (#2000).
3. An award certificate will be presented with this medal.
4. The award bar is solid purple in color and outlined in gold with a gold heart centered in the purple field (#AR-1-2).

G. Police Chief's Commendation (sworn and non-sworn)

1. The basis of presentation shall be meritorious achievement in the performance of duty. Examples include, but are not limited to:
 - i. Singular acts relating to the preservation of public safety
 - ii. Exceptional achievement in administrative duties
 - iii. Acts leading to the arrest of suspects involved in complicated, serious or "in-progress" crimes
 - iv. Any act or acts deserving special recognition

2. An award certificate will be presented with this award.
 - i. The award bar is outlined in gold with bands of color from left to right of blue, white, blue, white and blue. The gold "C" will be in the center of the blue field (#AR-1-C).

H. Commendable Service Bar (sworn and non-sworn)

1. This award signifies that:
 - i. The recipient has performed a commendable act that is unusual in nature and demonstrates initiative and accomplishment; or
 - ii. The recipient has retired with five (5) or more years of service (sworn and/or non-sworn) with the Los Alamos County Police Department.
2. An award certificate will be presented with this award.
3. The award bar is outlined in gold and horizontally separated with a dark blue field on the left side and light blue field on the right side (#DR-1-1).

I. Military Service Bar (sworn and non-sworn) -- The Military Service Bar may be awarded in recognition for service to our country while serving in any branch of the military services on active duty, in the National Guard, or in the Military Reserves.

1. The criteria would require one hundred eighty five days of honorable service on active duty or any time period of honorable service during combat. The recipient is required to submit proper documentation, i.e., copies of form DD-214, and an honorable discharge certificate.
2. An award certificate will be presented with this award.
3. The award bar is outlined in gold with red, white and blue colors equally divided by gold stripes (#AR-1-S).

J. Educational Achievement Bar (sworn and non-sworn) – This award signifies that the recipient has earned a degree from an accredited college or university.

1. The criteria would require the recipient to submit proper documentation, i.e., a copy of the degree and a copy of the pertinent transcript.
2. The award bar is solid red in color and outlined in gold. Three gold stars signify a Graduate degree, two gold stars signify a Bachelor's degree and an Associate's degree has one gold star (#AR-1-S).

3. An award certificate will be presented with this award.

K. Community Service Award (sworn and non-sworn) – The Community Award signifies that the recipient has made a significant contribution to the community through voluntary civic involvement bringing credit to himself or herself and to the Department.

1. The award bar will be white in color and outlined in gold (#AR-1-2).
2. An award certificate will be presented with this award.

L. **Pistol Expert Marksmanship Award** – The Pistol Expert Marksmanship Award will be presented to any officer of the Department (full-time or reserve) who scores 96 or higher on both the day and night pistol qualifications.

1. The 96 score must be achieved during a single official qualification session (day and night qualifications).
2. The award bar is outlined in gold and divided in half vertically with a red field on the top half and a blue field on the bottom half. The words "PISTOL EXPERT" will be in gold letters inside of the red field. The blue field will contain one gold star for each time an officer earns this award (six (6) stars maximum).
3. This award will be presented retroactively to cover qualifications in the past when the officer met the criteria for this award. This applies only to past official qualifications when the officer was a member of the Department (full-time or reserve). This includes official qualification scores achieved while attending the New Mexico Law Enforcement Academy.

M. **Special Unit Bar**

1. Special units within the Department, i.e., Bomb Squad, Honor Guard, Field Training Officer, etc., may be eligible to wear Special Unit bars.
2. Each individual special unit team leader will designate the design of Special Unit bars.
3. The Chief of Police must approve Special Unit bars.

N. **Letter of Appreciation (sworn and non-sworn)** – A Letter of Appreciation may be awarded to any employee or group of employees who gain recognition for efficient and/or courteous performance of duty.

1. This award will be in letter form on Department letterhead.
2. Any member of the Department who is in a supervisory position can initiate this award on behalf of any Department employee, reserve officer, explorer scout, volunteer or citizen.
3. This award will be presented to the recipient through the chain of command unless otherwise directed by the Chief of Police.

V. RETIREMENT AWARDS

A. Retirement Award Guidelines (sworn and non-sworn)

1. A memorandum requesting a retirement plaque and stating all the pertinent information (dates, correct names, ID numbers, etc.) must be submitted via the chain of command to the Office of the Chief of Police.
2. Plaques must be coordinated and ordered through the Office of the Chief of Police.
3. The following provisions apply to Retirement Awards:

- i. Employees retiring with ten to twenty (10-20) years (or more) with the Department will receive:
 - a. Medal of Merit
 - b. Engraved plaque
 - c. Retired badge and identification card
 - d. Receive next rank (sworn only) excluding Commanders and Chief
- ii. Employees retiring with five to ten (5-10) years with the Department will receive:
 - a. Commendable service Award or Police Chief's Commendation Award (at the discretion of the Chief of Police)
 - b. Engraved plaque
 - c. Retired badge and identification card

VI. RESERVE OFFICER SERVICE AWARDS

- 1. Reserve officers are eligible for the same awards as other Department employees, and must meet the same criteria.
- 2. Reserve officers are also eligible for the following recognition:
 - i. Five hundred (500) hours of service (or more) in a single year:
 - a. Engraved plaque
 - b. Letter of Appreciation
 - ii. Three hundred (300) hours of service in a single year:
 - a. Certificate of Appreciation
 - b. Letter of Appreciation

VII. NON-EMPLOYEE AWARDS

A. Civilian Service Award

- 1. The Civilian Service Award signifies that the civilian recipient of the award has placed himself or herself at risk to render extraordinary assistance to law enforcement in apprehending a criminal or saving a life. The recipient will be presented with a Letter of Appreciation and a plaque.

B. Volunteer Award

- 1. The Volunteer Award signifies that the civilian recipient has made a significant contribution to the Department by volunteering for the Citizens' Patrol Program, Explorer Scouts, Friends of the Shelter, or any other program within the Department. The recipient will be presented with a Letter of Appreciation and a plaque.

VIII. PROCEDURES

A. Nominations for Awards

1. Any citizen or any employee of the Department may initiate a nomination for an award and/or commendation. (See LAPD Form 215/8-15-07)
2. It is the responsibility of supervisors to recognize the professional endeavors undertaken by employees of the Department.
3. Nominations must be in written form and must describe in detail the circumstances and events of the incident that the employee is being nominated for.
4. Nominations must be submitted through the chain of command to the Commander of Staff Services, preferably within two weeks of the occurrence.

B. Awards Nomination Review / Decision

1. Nominations for awards or recognition will be reviewed by Command Staff prior to the announced ABLE meeting or LAPD banquet where these awards will be presented. Members of Command Staff in attendance at the time will vote on the nomination and a recommendation will be made to the Chief of Police or designee.
2. The following awards will be considered approved without presentation at Command Staff meetings so long as the nominees have met the requirements listed for that award:
 - i. Military Service bar
 - ii. Educational Achievement bar
 - iii. Pistol Expert Marksman bar
 - iv. Special Unit bar
3. The recommendation to the Chief of Police or designee may be:
 - i. to approve the nomination and award as presented,
 - ii. to not approve the award,
 - iii. to recommend a different award based on the facts presented.
 - iv. to return the nomination to the submitting department member for more detail
4. The Chief of Police or designee will have the final decision authority and may choose any of the four options above at his or her will.

C. Presentation of Awards

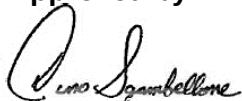
1. Formal awards presentations will be scheduled as designated by the Chief of Police. The ceremonies will be scheduled to encourage the presence of family members and friends. The Chief of Police or his or her designee and the Command Staff of the Department will attend all presentations whenever possible

2. All awards will be recorded in the recipient's departmental file and in their personnel file located in the Human resources Department.

D. Replacement of Ribbon Bars

1. The following procedures will be utilized in the event a ribbon bar needs replacement:
 - i. If an award bar is lost or damaged while on duty and needs replacement, the damaged bar (if possible) must be forwarded to the Commander of Staff Services along with a memorandum detailing the incident causing the damage or loss.
 - ii. Upon approval of the memorandum, the award bar will be replaced.
 - iii. If an award bar is not damaged or lost while on duty and needs replacement due to normal wear and tear or for some other reason, a memorandum must be forwarded to the Commander of Staff Services detailing the reason for the replacement. It will be the responsibility of the employee to bear the cost of the replacement.
2. Each January, the Commander of Staff Services can prepare, at the request of the Chief of Police, and submit an annual report on the Committee's activities to the Chief of Police. This report will contain the following:
 - i. The total number of recommendations for awards received during the previous year.
 - ii. The total number of awards presented during the previous year.
 - iii. The total number of awards for each category during the previous year.

Approved by:



Dino Sgambellone
Chief of Police

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107.00 Promotions and Assignments			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	PER.07.01,02, TRN.02.03		

I. PURPOSE

The purpose of this General Order is to establish guidelines for the Staff Services of the promotional process of personnel within the Los Alamos County Police Department; and to establish the processes for eligibility announcements, written examinations, oral interviews, and assessment centers; and to provide all department members with a clear understanding of what the requirements and expectations are for promotions. With this understanding, department members are better able to meet the standards and requirements for promotion, and establish their career goals accordingly.

II. POLICY

It is the policy of the Los Alamos County Police Department to establish fair and impartial requirements for all promotions within the department through consideration of individual performance, education, promotional assessment center results, and written test results designed to measure job knowledge and suitability.

DISCUSSION

A promotion process which results in the advancement of the most highly qualified candidates is an obvious advantage to the department. It is an important factor for ensuring the efficient use of the department's human and fiscal resources towards the achievement of department objectives and quality police services. The promotional process is a means by which department members assume added responsibilities and advance their careers to positions of greater leadership and responsibility. All personnel are accountable for the integrity of this process. The Chief of Police and staff will exercise sufficient control to ensure compliance with these objectives and procedures.

III. DEFINITIONS

ADVERSE IMPACT – A substantially different rate of selection in hiring, promotion, or other employment decisions which works to the disadvantage of members of a race, sex, or ethnic group.

ASSESSMENT PROCESS -- May include, but is not limited to, written tests, structured interviews, oral interactive exercises, in-basket exercises, and an interview with the Chief of Police.

CANDIDATE – An employee eligible and competing for promotion and/or job opportunity.

FILE REVIEWS – A review of job related information about an employee's past job performance, including information on performance appraisals, discipline, and/or other pertinent information.

PROMOTION – Vertical movement in the department from one position to another more responsible position, usually accompanied by an increase in salary.

OFFICER DUTIES – Employees may assume duties as new hires, through promotion, by filling a new position, by filling an open position, or by being assigned to a specialized assignment or unit.

NEW POSITION – A new position is a position created by the Chief of Police which was not in existence prior to the date of this Order.

OPEN POSITION – An open position is a position vacated by the promotion, transfer, reassignment or separation of an employee, which vacancy the Chief desires to fill.

BID POSITION – As used in this Order, a “bid position” is any position in the division other than shift work.

ASSIGNMENT – “Assignment” as used herein is a group of specialized job duties performed by employees appointed to a departmental team or unit authorized to perform such specialized tasks, as assigned by the Chief of Police. The number and type of specialized units in the department, and the number of members of each unit shall be determined at the discretion of the Chief of Police.

IV. PROCEDURES

A. GENERAL PROMOTION

1. The authority for identifying all promotional needs rests with the Chief of Police. The Human Resources Manager or designee will have the authority and be responsible for the administration of the promotion processes. Human Resources personnel trained and experienced in test design and implementation will assist with the development and administration of the promotional processes. External raters may be used to score aspects of the assessment process.
2. Written announcements summarizing promotional opportunities will be posted by Human Resources in advance of promotional processes. Candidates eligible for promotion must submit written applications to the Human Resources Department prior to the application deadline.
3. No applications for the promotional process will be accepted after the published deadline.
4. Make-up examinations may be authorized by the Chief of Police or the Human Resources Manager for verified emergencies, verified illness, verified pre-scheduled job related training, or subpoenaed court appearances. The Chief of Police or the Human Resources Manager may authorize make-up examinations for pre-paid vacations provided that proof of pre-payment is presented and verified to have occurred prior to the announcement of the examination.

B. PROMOTIONAL ANNOUNCEMENTS

1. Promotional announcements publicizing the holding of examinations and the creation of eligibility lists to fill current and/or future vacancies will be distributed and posted by the Human Resources Department.
2. The promotional announcement will specify:
 - i. The opening and closing dates along with the salary range.
 - ii. The position and title.
 - iii. The minimum qualifications for eligibility including service and time in grade requirements as outlined in the relevant job description.
 - iv. Applicable instructions for making application:
 - a. All candidates wishing to make an application for participation in the promotional process will complete the prescribed application form, which may be obtained from the Human Resources Division or via the County's internet site.
 - b. The application form will require the employee's signature, but does not require chain of command approval or acknowledgement by the chain of command. Applications are to be returned directly to the Human Resources Department.
 - v. The application, with supporting documents, must be submitted no later than the closing date for submission of the application.
 - vi. The general elements of the promotional process and other pertinent information as determined by the Human Resources Department.
3. Candidates who meet the minimum qualifications for the position and who submit their applications by the closing date listed in the promotional announcement will be notified in writing of the elements of the promotional process to include:
 - i. Date, time, and location of each element of the promotional process.
 - ii. A brief description of the promotional process elements; and,
 - iii. A bibliography of source materials, if applicable.
4. Candidates may withdraw from the promotional process at any time after the initial application without prejudice.

C. PROMOTIONAL PROCESS ELEMENTS

1. The Chief of Police, in consultation with the Human Resources Department will determine the appropriate testing and evaluation methods as well as the required skills, knowledge, and abilities of employees to be considered for promotion.

D. PROMOTIONAL PROCESS

1. The measurement instruments selected for use in evaluating promotional potential will relate specifically to the duties and responsibilities of the position for which candidates are being examined. A variety of instruments may be utilized in the process. Sworn employees will be notified 60 days in advance of the promotional exam date and of the format of the testing process. All other employees will be notified 14 days in advance of the promotional exam date and of the format of the testing process. This requirement can be waived at the discretion of the Chief of Police if the promotional process is limited to an interview.
2. Written examinations may be in multiple choice, true/false, short answer, essay format, or any combination of these. Written exams will be restricted to the material covered in the published bibliography. Bibliographies will be prepared and updated periodically by the Chief of Police or designee and the Human Resources Department.
3. Bibliography materials may include, but are not limited to:
 - i. Currently issued general orders, policies and procedures, other written directives or rules and regulations as specified, the New Mexico Criminal and Traffic Law Manual, County of Los Alamos Ordinances that apply to law enforcement, other books or publications on general police knowledge or supervision skills as designated by the Chief of Police, and other reading material that is generally available to all employees.
4. Successfully passing the written examination will move the candidate to the next phase of the promotional process. Candidates who do not achieve a passing score on the written examination are eliminated from the remaining elements of the promotional process, although the candidates may be allowed to continue in the process for experience purposes only at the discretion of the Chief of Police.
5. Assessment Center Methods: The Assessment Center Method utilized in the promotional process, is a two-step process consisting of observing and recording behavior exhibited by candidates during simulation exercises or other relevant activity and the assessors' discussion and consensus of the candidate's demonstrated behaviors.
 - i. The Assessment Center assesses a candidate's behavior in four major categories:
 - a. Communication ability encompassing comprehension, oral communication, oral presentation, and written communications.
 - b. Management ability encompassing decisiveness, delegation, leadership, planning/organization.
 - c. Analytical ability encompassing development of subordinates' judgment, management control, organizational sensitivity, and problem analysis.
 - d. Other abilities that include flexibility, independence, initiative, interpersonal relations, persuasiveness, risk taking, stress tolerance, and tenacity.

- ii. This assessment may be in the form of simulation exercises, role playing exercises, leaderless group exercises, in-basket exercises, oral presentations, written problem analysis, and other exercises, as determined by the Chief of Police (or designee) and the Human Resources Department or a consultant.
- 6. Oral interviews are an integral part of the assessment center.
 - i. Oral interviews may be conducted by the same assessors that were used in simulation exercises.
 - ii. Oral interviews may assess a candidate's behavior in the four major categories referenced in Section V. D) - e) - i) - (1) through (4) above, in this General Order, primarily focusing on verbal communications skills and interpersonal relations skills.
 - iii. The candidates may be evaluated on varying dimensions for each assessment center exercise. Assessors will then review each assessment exercise and determine a consensus rating for each dimension observed in the exercise.
 - iv. Test Skills appropriate to the position applied for.
- 7. Career Assessment. During the Career Assessment portion of the Assessment Center, points will be awarded for such areas as work assignments, education, and volunteerism. Points will be deducted for discipline or poor evaluations.
- 8. Oral interview with the Chief of Police, prior to appointment.
- 9. Review of candidate's personnel file to include disciplinary and commendatory actions.

E. NONCOMPETITIVE, PASS/FAIL PROCESS

- 1. The promotional process for noncompetitive, pass/fail positions may consist of any combination of a written examination, skills test, and an oral interview. Unsuccessful applicants of the process may apply to be re-tested in 90 days.

F. DETERMINATION OF ELIGIBILITY LIST

- 1. Candidates who successfully complete all phases of the promotional process will be placed on an eligibility list.
- 2. The eligibility list for competitive positions within the sworn structure will be valid for a period not to exceed twelve (12) months, unless otherwise directed by the Chief of Police.
- 3. Persons ranked on the eligibility list will be ranked according to the final score on the promotional process.
- 4. Selection from the eligibility list will be made from highest to lowest. The Chief of Police reserves the right to make promotions based on needs identified by the Department.

5. Candidates who did not successfully complete the promotional process may re-apply during the next scheduled process without prejudice.
6. Candidates who re-apply for promotional consideration will be required to submit a new application to participate in the next promotional process.

G. REVIEW AND APPEAL OF THE PROMOTIONAL PROCESS

1. A copy of all relevant promotion materials will be maintained on file with Human Resources Department and retained in accordance with applicable law.
2. Promotion materials will be available for review by candidates within fifteen days of the notification of exam results. These materials will include review of the answer keys. For consistency and test security purposes, all materials will remain within the Human Resources Department and may not be copied. Candidates who wish to review materials should contact the Human Resources Department for an appointment.
3. Candidates involved in a specific promotional process who wish to appeal any segment of the testing process, may appeal that particular process by submitting a written appeal to the Human Resources Manager within ten business days from the official posting of the results.
4. This appeal may pertain to:
 - i. Review of the answer key.
 - ii. Review of written results of scored elements.
 - iii. Review of any materials used in the test development process.
5. The Human Resources Manager will render a written decision to the candidate within ten business days of receipt of the appeal. The Chief of Police, or designee, may approve an extension of this time period, if necessary. Candidates who are not satisfied with the Human Resources Manager's decision must appeal this decision in writing to the Chief of Police. All appeals to the Chief of Police must be made within ten business days from the date of the Human Resources Manager's decision.
6. Examinations and corresponding results are not open to public inspection.

H. SECURITY OF FILES

1. The Human Resources Department will ensure that promotional materials are stored in a secure area when not in use. These measures will include securing documents in locked file cabinets, securing documents in locked or limited access rooms, and/or securing documents in a password protected computer environment.
2. All relevant promotion materials will be maintained on file by the Human Resources Department.

I. ASSIGNMENT / APPOINTMENT TO POSITION

1. The Chief of Police shall post all new, open, and specialized assignment positions which he or she desires to fill. All employees who have completed their probationary period desiring the position shall have ten (10) days to submit bids. The posting of a

position or assignment does not guarantee the position or assignment will be filled. When a position or assignment is vacated or created, the posting of that position or assignment is at the discretion of the Chief of Police.

2. The Chief of Police has the authority to appoint employees from promotional eligibility lists with appropriate authorization to fill applicable vacant positions. All appointments, including probationary periods, will comport with Los Alamos County Personnel Rules and Regulations (Rule 411.2).
3. Specialized Assignments will be at the discretion of the Chief of Police. The Chief of Police will make assignments in consideration of knowledge, skill, ability, seniority, work history, discipline history, evaluations, and operational needs.
4. Positions in Patrol, Dispatch, and Detention may, at the Chief's discretion, establish a shift bid preference procedure. Other assignments and functions are not subject to a shift bid preference.
5. Employees placed in new or open positions hereunder shall serve a six month probationary period. Employees may voluntarily rescind their bids and return to their former position any time prior to the end of the fifteenth (15th) calendar day after their appointment. Employees who evidence unsatisfactory performance may be returned to their former position any time during the probationary period. Employees must remain in the position for one year, except for certain specialized assignments, which will require a two year commitment. The minimum commitment will be communicated within the posting.

J. VACATION OF SWORN BID POSITION

1. Sworn Officer Employees who have served at least one year in a bid position may request, in writing, prior to any shift bid posting, to return to Patrol.
2. No more than one (1) employee, or thirty-three percent (33%) of the employees in any one section, whichever is more, may be transferred back to Patrol at any one time. Requests shall be honored based upon uninterrupted section seniority.
3. Upon receipt of a request, the returning employee's position will be posted for ten (10) days. Only employees who have completed their new hire probationary period are eligible to bid. If bids are received, and the Chief of Police desires to fill the position, he or she will award the position. The employee shall then serve a probationary period as provided in Section E herein. If no bids are received, the Chief of Police, in his or her sole discretion, may award the position to the least senior employee who has completed their new hire probationary period or choose to leave the position vacant until such time as he or she chooses to re-post the position. Such employee must remain in the bid position at least until the next patrol bid, at which time the employee can request to vacate such position as provided herein.
4. Employees requesting to return to Patrol may utilize their seniority for shift preference in Patrol at the pending shift preference date.
5. Non-sworn employees wishing to vacate an assignment will submit a written request to the Section Supervisor to be forwarded to the Chief for review.

6. Abolishing Positions. Whenever an established position within a bureau is to be eliminated, the employee with the least amount of time within the section or unit shall be transferred.

K. Supervisory Skill Development

1. Training in management techniques will be provided to all newly promoted sworn personnel within the first year after promotion.

Approved by:



Dino Sgambellone
Chief of Police

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108.00 Professional Standards			
Effective Date:	January 1, 2015	Rescinds: Amends:	
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:		ADM.19.01, 02, 03, 04, 06, 07, 08 and 09	

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the reception, assignment, investigation, and other actions relative to complaints and investigations involving members of the Los Alamos County Police Department.

II. POLICY

It is the policy of the Los Alamos County Police Department to properly and thoroughly investigate all complaints against the department and allegations of misconduct by its members; to equitably determine the findings or conclusion of investigations; and to take the necessary and appropriate corrective and/or disciplinary actions.

Training may be used in conjunction with or in lieu of discipline when it can be shown that an act of omission or an error resulted from the agency's lack of training or the individual employee's failure to assimilate certain information. Remedial training is not discipline. Remedial trainings will be maintained in the employee's training records. The Division may demand a certain level of performance be demonstrated following completion of training and prior to making a final decision considering the ultimate outcome of disciplinary proceedings.

Counseling may be used in conjunction with, or in lieu of, other forms of discipline when the act is unintentional, the act is minor in nature, and the result or potential result is of little or no consequences. The counseling may be on a formal or an informal basis.

Supervisors should create documentation of any counseling sessions including any evidence that the counseling session(s) has led to improvement in the circumstances from which the counseling arose.

III. DEFINITIONS

Citizen Complaint and Affidavit – Form used to properly document any allegation(s) of misconduct involving the Department or any of its members when the complaint is made by a citizen.

Competent Authority – Those employees within the Department who have supervisory responsibility for the direction of subordinate members.

Complaint – An allegation of misconduct, violation of the law, or violation of a department Policy, procedure or regulation.

Anonymous complaint: Complainant refuses to identify him or herself when filing the complaint.

Informal complaint: A known complainant refuses to sign written documentation of an allegation or complaint, or a routine matter that does not require a formal process.

Formal complaint: A known complainant wishes to pursue a formal (written and signed) complaint. The complainant must sign written documentation of the complaint.

Informal investigation/inquiry: An investigation that is resolved informally by obtaining information voluntarily from an employee. An informal investigation can only be conducted for a minor complaint. The assigned supervisor may interview the employee with no formal submission by the employee. The supervisor then completes the summary with the interview results.

Formal investigation: An investigation where a formal investigative process is followed, to include (but not limited to):

1. Employee shall be informed of the nature of the investigation and that a complaint has been filed via e-mail or copy of complaint.
2. Provide employee with a copy of the written complaint.
3. Employee is directed to respond to actions during a specific incident which may not be contained in the investigative reports.
4. Formal interview sessions shall be scheduled for serious allegations so that the employee has the opportunity to obtain representation if requested.
5. Formal interviews of an accused employee and/or witnesses will be recorded or written whenever possible as well as statements from potential witnesses to the matter under investigation. Failure of an accused employee to answer questions could result in disciplinary action up to and including termination.

Memo to file: A non-disciplinary record of actions taken by a supervisor to improve an employee's work performance.

Minor complaint: Complaint is regarding conduct/demeanor that is less than serious misconduct and punishable by no more than a written reprimand.

Serious complaint: Involves any incident that could constitute serious misconduct and action more than that of a written reprimand.

Criminal complaint: A criminal violation of law is or may be involved in the allegation(s).

Serious misconduct: Conduct which could result in suspension, demotion, or dismissal.

Complaint Records: Complaint Records will be maintained consistent with New Mexico. Investigations resulting in corrective action will be contained in the employee personnel file. All allegations of misconduct initiated by a supervisor will be memorialized in writing.

Patterns of complaints: If a pattern of similar anonymous or informal complaints is identified, as determined by the employee's supervisor or higher ranking officer, the

employee's supervisor must initiate an internal review and assessment of the employee to determine if remedial training or counseling should occur. This supervisory assessment will be documented in the employee's evaluation if corrective action was identified or via e-mail with a Bureau Commander if only the assessment occurred, but no corrective action was taken.

Findings or Conclusion – The opinion rendered by the investigator, supervisor, or other competent authority to summarize an investigation of misconduct. The Finding or Conclusion will take one or more of the following dispositions:

DO NOT include your personal opinions or observations in the investigative summary.

Sustained: The allegation is true and the actions of the department and/or employee were inconsistent with policy.

Not Sustained: There is insufficient evidence to confirm or refute the allegation.

Policy Failure – Employee Exonerated: The allegation is true even though the actions of the employee were not inconsistent with policy, the complainant suffered harm. The officer acted in good faith and within existing department guidelines, rules and regulations; however, administrative concerns exist related to the policy failure that merits attention or further review. This finding must clearly detail how the particular policy or procedure involved is incorrect, improper and/or illegal.

Proper Conduct – Employee Exonerated: The allegation is true, but the action of the department and/or the employee was consistent with policy and the complainant suffered no harm.

Unfounded Complaint – Employee Exonerated: The allegation is demonstrably false.

Not Involved: The investigation revealed the employee was not involved through misidentification or error. In this case, the employee's name shall be removed from the tracking system and the case which will include a summary detailing the error.

IV. SUPERVISORY ROLE AND AUTHORITY

1. The primary responsibility for monitoring and controlling the actions of employees rests with their immediate supervisor, who shall normally be the initiators of the disciplinary process. The supervisor should use their knowledge of supervision, their knowledge of the particular employee, their knowledge of the particular infraction, and the circumstances surrounding the infraction to recommend corrective actions.
2. Any supervisor has the authority to issue an informal conference, remedial training, or corrective discipline up to a written reprimand, when properly documented and approved by the Chief of Police. The employee will be offered the form to sign. A copy will be given to the employee and the original returned to the Chief's Office for filing in Human Resources.
3. Only the Chief of Police may discipline an employee for cause resulting in a proposed action, i.e. suspensions, reductions in pay or position, or termination. When such determination is made, the Chief of Police will schedule a pre-disciplinary conference to be held as soon as possible.

4. Upon completion of the pre-disciplinary conference or, after the notice if the pre-disciplinary conference is waived, the Chief of Police will complete the disciplinary process. Thereafter, the appropriate supervisor(s) shall implement the disciplinary action as directed.

V. COMPLAINT PROCEDURES

A. Complaints

1. All complaints filed against the employees of the Department, to include anonymous complaints, shall be investigated whenever possible. This will include concerns relayed by telephone and those documented in letters, email, or via the Compliment and Complaint form.
2. When a citizen contacts a supervisor to question a procedure, policy or method, the contact will be documented as an "Inquiry" when no complaint exists. (Ex. Citizen contacts a supervisor concerned because he or she was removed from their vehicle using felony car stop procedures. Following an explanation that their vehicle and/or description matched a suspect robbery vehicle, the citizen understands the necessity. This incident, where personnel followed policy and no complaint is signed will result in an Inquiry). An incident may also be initially designated as an inquiry when basic facts are needed in order to determine if a further course of action is required.
3. All agency personnel will, upon request, make information available to the public on procedures to be followed in registering complaints against the agency or its employees. Persons who make inquiries about complaints should be provided a copy of the complaint procedure and the investigative process.

B. Investigation of inquiries and minor complaints:

1. Line supervisors will normally investigate inquiries and minor complaints. The results of their investigations will be forwarded to the Office of the Chief and the summary electronically copied to the appropriate Bureau Commander for review. Minor complaints will normally be considered those which would result in no more than a written reprimand. When the name of the involved employee is not known, the complaint is so noted. Do not guess. If the complainant is unsure, mark the section unknown until the supervisor taking the complaint or assigned to the probe can determine who was involved. There shall be a sixteen day time limit for completing minor complaint investigations. Extensions, which must be requested via email, may only be granted by the Chief of Police in cases of extenuating circumstances.
2. The following procedure will apply to the investigation of all minor complaints, to include anonymous minor complaints:
 - i. The complainant (if known) is provided a copy or advised of the complaint procedure brochure either in person or by phone.
 - ii. If not already documented such as in a letter or public form a complaint form is completed and the complainant (if known) is advised of the option to initiate a formal complaint. This process includes those received by phone. When the complainant is present, he or she will complete and sign the complaint when

possible. The complaint will include a notation on how the complainant would like the complaint resolved.

- iii. An informal process may be initiated to investigate minor complaints or inquiries.
- iv. The supervisor advises the employee of the allegation and asks the employee questions related to the complaint.
- v. If the complaint cannot be resolved informally, as described above, or the employee refuses to answer questions, the supervisor shall initiate a formal investigation, when possible.
- vi. The supervisor will attempt to complete a minor complaint probe during the initial process which will include a summary.
- vii. If no investigation is possible, the complaint will be classified as "unfounded, no investigation possible". A detailed summary will be contained in the file explaining such a conclusion.
- viii. The supervisor forwards the investigation findings electronically to the appropriate Bureau Commander for approval. The Bureau Commander will agree with the findings or disagree and forward with comments to the Chief of Police, copied to the Staff Services Bureau Commander. If the Bureau Commander disagrees, the Chief or designee will determine the action to be taken.
- ix. Once approved, the employee is notified by the Chief or designee of the results of the investigation, normally via electronic mail.
- x. All cases with findings, including Inquiries will be entered into an electronic tracking system.
- xi. The complainant (if known) is notified, via telephone by a Bureau Commander and in writing by the Chief of Police of the findings of the investigation.

C. INVESTIGATIONS CONDUCTED BY DESIGNATED INTERNAL AFFAIRS PERSONNEL.

1. Complaints of a criminal nature or those that could potentially result in discipline greater than a written reprimand may be formally investigated by the internal affairs function at the direction of the Chief of Police. The Chief of Police will be directly responsible for the internal affairs function, but may direct another employee to conduct all or part of actual investigation. The findings shall be reported directly to the Chief of Police.
2. Each Internal Affairs investigation will be assigned a number through the Chief's office designated by a sequential number and year, e.g. 01-2014. There shall be a thirty day time limit for completing internal affairs investigations. Extensions may only be granted by the Chief of Police in cases of extenuating circumstances, which will be considered in approving extensions.

3. The investigator(s) shall carefully follow all appropriate Department Procedures (especially those involving evidence), Los Alamos County Personnel Rules and Regulations, and New Mexico law as set forth under Articles 29-14-1 to 29-14-11 of the NMSA, 1978. Investigators shall observe the provisions of the Peace Officers Employer – Employee Relations Act. It should be noted by the investigator(s) and Department personnel that are specifically excluded from the definition of sworn police officers in this Act are the following: animal control officers, detention officers, matrons, records personnel, and dispatch personnel. The investigator(s) shall provide the member(s) with an Administrative Notification (Garrity Warning), and a Notification of Internal Affairs Investigation specifying the nature of the complaint(s) and/or allegation(s). They shall further inform the member(s) under investigation that should the allegation(s) or other misconduct be discovered or sustained, they may be subject to disciplinary action.
4. Members of the Department having knowledge of such complaints shall not discuss the complaint nor the allegations involved with anyone while the investigation is “active” unless required to do in the performance of their duties or as required by Department policy. All such investigations are to be considered “CONFIDENTIAL.” An investigation is considered to be “active” as long as it is proceeding in a timely manner with a reasonable expectation that a conclusion or finding of fact will be made. The investigator(s) shall follow standard investigative techniques and procedures to ensure that evidence is secured in accordance with Department policies and procedures.
5. The following procedure will apply to the investigation of all serious, and/or criminal complaints to include anonymous serious and/or criminal complaints:
 - i. The complainant (if known) is provided a copy of or advised of the complaint procedure brochure.
 - ii. A complaint form is completed and the complainant (if known) is advised of the option to initiate a formal investigation. A statement shall be taken from the complainant and any witnesses present at the time of the complaint and all documents should be signed by the complainant/ witnesses.
 - iii. The complaint is forwarded to a Bureau Commander who adds any comments and forwards to the Chief of Police the same day. The Chief of Police or designee will assign the complaint for follow-up.
 - iv. The assigned investigator advises the employee of the allegation and initiates the formal investigative procedure defined below unless such notification would impede the progress of the probe such as in on-going activity.
 - v. At the conclusion of the investigation, the supervisor completes a summary of the facts and forwards the case to the Chief of Police or designee for further action and disposition.
 - vi. If no investigation is possible, the complaint will be classified as “unfounded, no further investigation possible”. A summary shall be contained in the investigative file detailing this finding.
 - vii. Once the investigative finding is approved, the employee is notified by the Chief of Police or designee of the results of the investigation.

- viii. The complainant (if known) is notified via telephone by a Bureau Commander and in writing by the Chief of Police of the findings of the investigation.
- ix. The complaint information is entered into an electronic tracking system and in the Internal Affairs file.

D. Review of complaints: The Chief of Police or designee shall review all complaints.

- 1. It shall be the policy and goal of the agency to review, investigate and promptly make findings concerning all allegations of employee or agency misconduct.
- 2. Occasional malicious and deliberate false accusations may be made against the agency or its employees, which will be investigated to protect the integrity of the agency or the employee, thereby instilling confidence in the agency. In some cases, the extent of investigations may be limited to substantiating the falsity of the accusations. When applicable, cases may be presented for the appropriate legal review of charges when malicious and deliberate false accusations are confirmed.

VI. NOTIFYING CHIEF OF POLICE OF COMPLAINTS

- 1. The Chief of Police shall be notified as soon as practical of complaints of a criminal nature or those that could potentially result in discipline greater than a written reprimand. The Chief of Police shall be informed of investigations of a lesser nature through a Chief's Report.

VII. STATEMENT OF ALLEGATION AND EMPLOYEE RIGHTS

- 1. When an employee becomes the subject of an internal investigation, the employee shall receive notice of the allegations unless such notification would impede the investigation. A delay in the notification must have the approval of the Chief of Police. Employees have certain rights and responsibilities relative to complaints and investigations which are detailed in New Mexico Statute and which will be adhered to within this policy.

VIII. OTHER EXAMINATIONS

- 1. Employee(s) involved in Internal Investigations are required to cooperate fully with the investigator(s); provide full disclosure of the facts and evidence, participate cooperatively in any and all tests; and fully and truthfully answer all of the investigator(s)' questions. Failure to comply will subject the member to disciplinary action.
- 2. Members are advised that as a condition of appointment, all Police Department facilities, work areas, furniture, files and file cabinets, computers, telephones, radio transmissions, weapons, Department vehicles and any issued equipment of any member are subject to search and inspection at any time.

B. Medical or laboratory examinations: Medical exams or psychological/psychiatric examinations may be required of an employee in terms of fitness for employment, the results of which shall be reported to the agency. Laboratory examinations of blood, breath, or urine analysis may be required of an employee if he or she is accused or suspected of being under the influence of alcohol and/or a controlled substance while

on duty or while performing under color of law while off duty. Examinations may only be required if the examination is material to a particular internal affairs investigation.

- C. **Photographs:** Photographs of employees may be taken or file photographs of employees may be used in the course of an internal affairs investigation. Photographs include the public displays and those maintained in the Office of the Chief.
- D. **Line ups:** Employees will only be directed to participate in a line-up as a part of a criminal investigation.
- E. **Financial disclosure:** Employees may be required to submit financial disclosure statements, only if the disclosure is material to a particular internal affairs investigation.
- F. **Truth verification:** In the course of an investigation, an employee may only be given a truth verification examination with his or her consent and all questioning should be material to the particular internal affairs investigation. The admissibility of the results of such an examination in any subsequent criminal proceeding shall be determined by the court.
- G. **Hand Writing:** An employee may be required to provide hand writing exemplars or other evidence.

IX. Discipline for Cause and Progressive Discipline:

- 1. When Positive Discipline and Counseling fails to correct behaviors, progressive punitive action shall be administered for repeated infractions of a minor nature, or when more serious administrative violations and/or any criminal violations may have occurred. It is unnecessary to follow progressive discipline in matters of serious misconduct.
- 2. Progressive discipline will take the following form:
 - i. Informal Conferences and remedial trainings, though not considered discipline, are the first step in the progressive disciplinary process as a means to correct behavior before disciplinary action becomes necessary.
 - ii. Written Reprimand
 - iii. Suspension
 - iv. Reduction in Rank or Position
 - v. Termination

X. RELIEVING AN EMPLOYEE FROM DUTY

- 1. An employee may be relieved from duty pending investigation if a supervisor believes that the integrity or best interest of the department requires an immediate suspension due to the seriousness, particular circumstances, or possible criminal involvement of an offense.
- 2. The suspended employee and the supervisor ordering the suspension shall be required to report to the office of the Chief of Police within twenty-four (24) hours, unless otherwise directed by the Chief. Upon hearing the facts of the case, the Chief of Police shall make a determination as to the employee's status.

XI. CASES OF DISMISSAL

1. In the event of a dismissal the following information will be provided to the employee:
 - i. Official notice of the Disciplinary Order citing the reason for dismissal.
 - ii. In addition, the employee shall be provided with written notification of the effective date of dismissal.
 - iii. Finally, the employee shall receive a written statement of the status of any benefits due following dismissal, and a statement as to the content of the employee's employment record relating to the dismissal.
2. NOTE: This procedure does not apply to entry-level probationary employees.

XII. DISCIPLINARY APPEAL PROCEDURES

1. Disciplinary appeals may be made in accordance with County Policy. Appeals of demotion, suspension, or dismissal are to be in accordance with the Los Alamos County Personnel Rules and Regulations, Rule 608.2.

XIII. RECORDS OF DISCIPLINARY ACTIONS

1. All disciplinary actions shall be in writing. A recommendation for disposition of the case will accompany the Investigative summary.
2. The original record will be filed in the Human Resources Department in the employee's personnel file.
3. The Chief of Police may maintain a duplicate copy of those records maintained in the employee's personnel file.
4. Records shall be regulated by State law and Department policy.

XIV. ANNUAL STATISTICAL SUMMARY OF COMPLAINTS

1. The Office of Professional Standards will compile an annual statistical summary based on the records of inquiries, complaints, and internal affairs investigations, to include the number, type, and disposition. Employee information will not be contained within the report.

XV. COMPLAINTS AGAINST THE CHIEF OF POLICE

1. Complaints against the Chief of Police of a criminal nature shall be directed to the New Mexico State Police. All other complaints of misconduct shall be directed to the County Administrator.

Approved by:



Dino Sgambellone

Chief of Police

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109.00 Training and Career Development			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:		PER.05.01,02,04 TRN.01.01,02, 02.01,02.03, 03.01, 02,	

I. PURPOSE

The purpose of this General Order is to establish training needs and procedures for members of the Department and to comply with State training requirements.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide the best possible training for its members in order to provide high quality service to the citizens of our community; develop personnel for promotional and special assignment opportunities; provide for professional development; and to comply with State training requirements as per:

1. NMAC 10.29.7.8. - In-Service Training Cycle for Law Enforcement Officers
2. ACA 4-ALDF-7B-10 - Basic Detention Officer Training
3. NMAC 10.29.7.9 – Training Cycle for Telecommunicators

III. DEFINITIONS

Training – Instruction and/or practice in the development of knowledge, skills and abilities desired or needed to meet specific requirements, certifications or needs in order to perform specific duties, jobs or functions or to operate vehicles, equipment or other devices proficiently.

Training Requests – Refers to the approved request form(s).

IV. PROCEDURES

A. TRAINING COMMITTEE

1. The Department shall establish and maintain a training committee.
2. The department will have a training committee selected by the Chief of Police. Committee members shall seek input from all personnel and functions of the department.
3. The Training Committee shall be a standing committee comprised of the staff members of the department who shall assume their role in this committee on the basis of their position within the organization.
4. The Training Unit shall periodically report on training progress, training programs, training concerns and issues, and other matters, which may be of interest to the committee and may ask for input from the committee concerning training issues.

5. Training matters may be addressed at weekly staff meetings, or monthly management team meetings. The Training Committee shall be responsible for contributing input to training decisions and shall be responsible for assisting, through their attendance and input during staff meetings, in the development and implementation of training programs conducted and/or hosted by the department.
6. The committee shall report to the Staff Services Commander.

B. DUTIES AND RESPONSIBILITIES OF DEPARTMENT MEMBERS

1. Members of the department have an obligation to keep their certifications, knowledge, skills and abilities current to enable them to perform the duties and responsibilities of their assignments.
2. Members of the department will give adequate notice to their respective supervisors of training needs to maintain their respective certifications so that re-certification training can be scheduled before any lapse in certification occurs.
3. Upon completion of any training and the receipt of any certificate for training or license, the member is required to supply a copy of such to the Training Unit for inclusion in the member's training file. The Training Unit may supply a course evaluation to be completed by the employee.

C. ATTENDANCE REQUIREMENTS

1. The department shall require attendance of employees assigned to authorized training programs, unless reasonable grounds exist to be excused from the training, and/or suitable arrangements for substitute training have been made in advance. In the case of unexcused absence, the department may require the employee, at his or her own expense and time, to make up the unexcused time in addition to other possible disciplinary action, if applicable.
2. The department shall require an employee to provide the Training Unit certificates of completion or evidence of attendance of training.
3. The department will ensure copies of training certificates received by members for completion of training are placed in their training files and records of all training are documented in department electronic files and available to the member at his or her request.

D. TRAINING REIMBURSEMENTS

1. Generally, the expenses for employees who are ordered to attend assigned training shall be paid by the employer. The employer will pay registration fees, tuition charges for the training school, seminar, educational or other instructional programs. Other expenses will be paid by the employer as indicated in County Policy 910.
2. All reimbursements require original receipts and completed expense report to be submitted within 2 business days upon return.
3. This policy does not preclude an employee from attending non-mandatory elective training (example, employee wants to attend a conference on their own time that has not been approved by the department as mandatory, but is granted extended time off

to attend). Such requests will be submitted to the Chief of Police in writing using the same procedure as mandatory training.

4. Requests for training shall be submitted on the Training Request/Approval form and be forwarded to the employees' immediate supervisor, with all course information, course registration forms, and all costs associated with meals/travel/lodging/tuition attached. Requests for training may be self-initiated or initiated by the employees' supervisor. The request is then forwarded to the Training Unit, and then the employee's Bureau Commander. The Chief of Police or designee will approve or deny all training requests which will then be forwarded to the training unit for further processing.

E. LESSON PLANS

1. All certified training courses conducted by the department will be accompanied by a lesson plan. The plan may be contained in a presentation such as a power point but will include:
2. A statement of performance and job-related objectives.
3. The content of training and specification of the appropriate instructional techniques.
4. Submission to the training unit for formal approval by the Chief of Police.
5. Identification of any tests used in the training process.

F. REMEDIAL TRAINING

1. The department will utilize remedial training as a constructive tool to reinforce, retain, and refine an employee's knowledge, skills, and abilities in keeping with the goals and objectives of the department. The criteria used for requiring remedial training should be based on recurring errors or deficiencies in performance and may be part of corrective action linked to counseling, reprimand, or other disciplinary action.
2. The need for remedial training will normally be identified through observed performance and evaluations done by the employee's supervisors; however, a remedial training recommendation can be made by any supervisory staff member, with the training assignment ultimately being approved by the Chief of Police.
3. Remedial training shall be scheduled as soon as practical and will be required to be satisfactorily completed by the employee.
4. The department may identify in-service training of a remedial nature or may choose to use facilities or courses of instruction outside the department which will address the remedial training need(s) of the employee(s).

G. UPDATING EMPLOYEE RECORDS

1. Employees shall submit a copy of all training certificates to the training unit for all County approved or sponsored training. The training unit shall maintain an electronic file for each member containing a list of programs attended and dates of attendance, and shall place a copy of any applicable certificate and/or document of attendance

and performance (if applicable) in the employee's training file and forward a copy to Human Resources Department to be included in the employee's personnel file.

H. TRAINING RECORDS

1. The Division shall maintain records of each training class it conducts, to include:
2. Course content (lesson plans).
3. Names of attendees.
4. Performance of individual attendees if measured by tests.

I. RELATIONSHIP WITH TRAINING ACADEMY

1. Liaison will be maintained between the department and the training academy by the training unit.

J. NEW HIRE ORIENTATION

1. All newly appointed personnel shall receive information regarding:
2. The Division's role, purpose, goals, policies, and procedures.
3. Working conditions and regulations.
4. Responsibilities and rights of employees.

K. INSTRUCTOR TRAINING

1. As soon as practical after assignment, the department requires that personnel assigned to the training function receive Instructor Training. This training will include at a minimum:
2. Lesson plan development.
3. Performance objective development.
4. Adult education and teaching techniques.
5. Testing and evaluation techniques.
6. Resource availability and use.

L. RECRUIT TRAINING/PROHIBITION FROM CARRYING FIREARM OR MAKING ARRESTS

1. The department shall require all sworn officers to complete a recruit training academy program and become certified peace officers prior to assignment in any capacity in which the officer is required to carry a weapon or is in a position to make an arrest, except as part of a formal field training program.

M. JOB TASK ANALYSIS-BASED TRAINING/ FIELD TRAINING PROGRAM

1. The department's recruit training program shall include:
 - i. A curriculum based on tasks of the most frequently assigned duties of sworn and non-sworn employees.
 - ii. The use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities.

N. NON-SWORN/CIVILIAN TRAINING

1. Section supervisors for non-sworn employees newly hired or assigned will develop a set of criteria based on tasks of the most frequently assigned duties and use evaluation techniques designed to measure competency in the required skills, knowledge, and abilities. Section supervisors are responsible for all annual, certification, and re-certification of those employees under their command. All training will be documented and maintained in an electronic database for each employee. Dispatchers, Detention Officers, and Public Service Aides require in-service and/or pre-service training.

O. SWORN OFFICER FIELD TRAINING

1. The department maintains a Field Training Manual which is used to guide Field Training
2. Officers and sworn Recruits through the required training and document the Recruit's Progress. The procedures outlined in that manual will be followed in addition to the policies outlined here.
3. Newly hired recruits will be trained and certified in accordance with the regulations set forth by the New Mexico Law Enforcement Academy.
4. Those officers who do not require attendance at the academy will be assigned to the Field Training Program where they will be given Instruction including agency policies, procedures, rules and regulations.
5. To supplement this training, they may also be required to attend specific classes made available through the Los Alamos Police Department, the New Mexico Law Enforcement Academy or private vendors. This ensures that all recruits regardless of their experience or training receive agency specific training.
6. Curriculum provided to new recruits is based on requirements of the New Mexico Law Enforcement Academy and developed around the most frequent assignments of officers. A variety of evaluation techniques have been designed to measure competency in the required skills, knowledge, and abilities. These guidelines are set forth in the New Mexico Law Enforcement Academy Reference Guide.

P. Field Training program

1. The department shall establish a field training program for all newly sworn officers with a curriculum based on tasks of the most frequent assignments.

2. All recruit and lateral officers will be assigned to a Field Training Officer Program. These assignments are made by the Operations Commander and Field Training Program Manager or designee and are designed to teach the recruit/lateral officer tasks of the most frequent assignments of officers. Each recruit/lateral officer assigned to the Field Training Officer Program should be rotated through at least two (2) FTOs, and should be exposed to each shift assignment during the program. The Field Training Officer program will last for a period no less than 13 weeks for out of state recruits. In-state laterals will last for a period no less than six weeks. These weeks/shift rotations will be in the field and will not include classroom training such as firearms and use of force.
3. Trainees will be evaluated daily using daily observation reports which evaluate a standardized list of performance characteristics designed to measure competency in the required skills, knowledge, and abilities. The criteria will be compliant with state training mandates and all applicable legal requirements relevant to the performance of duties.
4. Trainees will receive an end-of-phase evaluation which summarizes their performance in that phase and recommends either moving on to the next phase or extension of the current phase.
5. The selection process for Field Training Officer (FTO) will include a bid posting (when applicable), written recommendation by a supervisor with an endorsement by the Bureau Commander, outlining why each supports the bid the recommendation(s) will then be forwarded to the Chief of Police.
6. Supervision of Field Training Officers will be assigned to the Field Training Program Manager. The Field Training Program Manager will maintain and update, at least yearly, the FTO Manual to assure compliance with Federal, State and Local laws, County and department policies and Accreditation Standards.
7. Training of field training officers will be conducted at a recognized FTO training course. In-service training will be conducted on an as-needed basis and scheduled by the Field Training Program Manager.
8. The selection of the FTO assigned to a particular recruit is at the discretion of the Field Training Program Manager.
9. Field Training Officers are required to provide written documentation of recruit performance during each phase of training and submit documentation to the Field Training Program Manager.

Q. IN-SERVICE, ROLL-CALL, AND ADVANCED TRAINING

1. In-service training is designed to ensure that personnel are kept up to date with new laws, technological improvements, and revisions in department policy, procedures, rules, and regulations.
2. All sworn personnel will be required to complete an annual retraining program, inclusive of weapons qualification and response to resistance.

3. The Training Unit, in conjunction with the Chief of Police and the Bureau Commanders, shall identify specific topics for in-service review/retraining during each year relevant to all employees.

R. ROLL-CALL TRAINING

1. The department will transmit information to members through the use of roll-call training to supplement, but not replace, in-service training. Roll-call training will vary in frequency and duration and will be scheduled as needed.
2. Roll-call training may include a wide variety of techniques, including, but not limited to lecture, videotapes, written documents, audiotapes, and discussions.
3. Supervisors will be responsible for documenting the attendance of their officers at assigned roll-call training sessions and for ensuring that all their officers have been exposed to the training materials by forwarding a signed acknowledgement to the Training Unit.
4. While formalized roll-call training is the responsibility of the Training Unit, the training function may utilize members who have received up-dated and/or specialized materials to prepare and/or present roll-call segments.

S. SPECIALIZED TRAINING

1. Specialized training will be required for various assignments including, but not limited to: Firearms Instructor, Bomb Team Member, Armorer, Honor Guard, K-9 Officer, Crisis Negotiator, Certified Instructor in specific topics such as Defensive Tactics, Defensive Driving etc.
2. The department encourages specialty in-service training, which is designed to encourage personal growth and development in new areas of interest and specialization and to enhance the overall potential of the employee for upward mobility. The Training Unit will assist members in locating specific training needs.

T. CAREER DEVELOPMENT PERSONNEL TRAINING

1. Supervisors within the department are assigned to conduct career development activities for their personnel, documented annually on the Career Track Form. As part of the annual evaluation process, employees and their supervisor will discuss the subordinate's career development goals for the coming year.
2. Therefore supervisors will be trained in accordance with the Career Track Development process, as soon as practicable once promoted, to enhance their knowledge and skill of career development techniques.

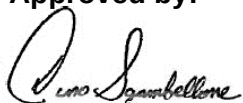
U. SKILL DEVELOPMENT – PROMOTIONS

1. The department shall provide job-related training prior to promotion or as soon as practical following promotion.

V. CAREER DEVELOPMENT PROGRAM

1. The department will provide a Career Development Training Manual for all personnel which outline the related training courses for all assignments. The guide will include core training for their position and also include certain elective training courses to improve their skills, knowledge, and abilities. Employees and their supervisors should use this guide to identify and request core training for other positions of interest. These requests may be approved based on the needs of the individual and the department.

Approved by:



Dino Sgambellone
Chief of Police

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110.00 Distribution of Policies and Procedures Manual			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:		ADM.05.03, ADM.09.02, and 03, ADM.19.05	

I. PURPOSE

The purpose of this General Order is to set forth guidelines and procedures for the distribution of the Policies and Procedures Manual containing all General Orders regarding the Los Alamos County Police Department (here after Department).

II. POLICY

It is the policy of the Los Alamos County Police Department to provide current copies of the Policies and Procedures Manual (here after, Manual) to all Department personnel. Changes, additions, deletions and all modifications to the Policies and Procedures Manual and all General Orders shall be distributed in a timely manner as set forth in Section V. (below) of this General Order. It is also the policy of the Department to conduct a comprehensive review of the Manual and related materials on an annual basis or as directed by the Chief of Police.

III. AUTHORITY

The Chief of Police is appointed by the County's Administrative Officer and is charged with administering the Los Alamos County Police Department pursuant to the County's Charter and the laws of the State of New Mexico. Therefore, the Chief of Police is duly empowered to issue policies and procedures, general orders, interim orders, special orders, directives, memoranda and other official communications directing the members of the Los Alamos County Police Department in the performance of their duties and responsibilities. The Chief of Police, further, has the right to establish, amend, revise or rescind any section or part of the Policies and Procedures Manual as well as any general or other order contained therein.

IV. DEFINITIONS

POLICIES AND PROCEDURES MANUAL – means the Department issued manual issued to all employees containing all General Orders issued by the Chief of Police or his/her designee and provides direction, required actions, and information regarding employee duties and responsibilities. The Policies and Procedures Manual may be issued in different formats including: hard copy, disc, thumb drive or any other format approved by the Chief of Police.

V. PROCEDURES

1. The Chief of Police may direct members of his/her staff to research and prepare orders for the proper administration and operation of the Department. Such orders shall be drafted in compliance with the approved format and may be reviewed by designated members of the Department as deemed appropriate by the Chief of

Police. Upon final review and approval by the Chief of Police, s/he shall sign such order and cause it to be distributed to all members of the Department. No policies and procedures or general orders shall be distributed without first being approved and signed by the Chief of Police.

2. Upon being hired, all new members of the Department shall be issued a current copy of the Manual in the format approved by the Chief of Police.
3. All new policies and procedures and/or general orders, upon signature of the Chief of Police, will be posted on the intranet under Police Department, Policies and Procedures Manual. An email will be sent to all members of the Department notifying them of an additional, deleted or modified general order requiring their attention. New editions of the Manual will be distributed on an as needed basis as determined by the Chief of Police.
4. All members of the Department shall acknowledge receipt of the Manual, regardless of format, by signing, dating and submitting the required form to the Staff Services Division Commander. At the time of issuing updated editions of the Manual, members shall turn in their old edition. The Office of the Chief will issue notice to all supervisors as to when the new editions are to be issued and shall follow the directions to assure compliance.
5. The Office of the Chief, through appropriate supervisors in the chain of command, will be responsible for ensuring that all members of the Department have current editions of the Manual. All members of the Department shall share in the responsibility that they have a current edition of the Manual for their reference while on duty.
6. Hard copies of the manual will be located in the office of the Chief and on the internet.

Approved by:



Dino Sgambellone
Chief of Police

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111.00 Oath of Office			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.01.01		

I. PURPOSE

The purpose of this General Order is ensure that all police personnel have taken the required oath of office before assuming or engaging in any enforcement activities. **(See also General Order 234.00 – Cross Commissioning with Santa Fe County).**

II. POLICY

It is the policy of the Los Alamos County Police Department to require all new police personnel and those promoted to be sworn to their oath of office by the Magistrate Court of the County of Los Alamos prior to engaging in any law enforcement activities.

III. DEFINITIONS

Oath of Office – means a sworn oath required, at a minimum, by Article XX, Section 1 of the New Mexico State Constitution. The oath of office requires police personnel to enforce the law and uphold the Constitution of the United States, the Constitution of the State of New Mexico and the ordinances of Los Alamos County.

IV. PROCEDURES

- A. The Chief of Police, or his/her designee, shall direct that a member of the Department's Command Staff:
 1. Coordinate a swearing-in ceremony with the new personnel before the judge of the County's Magistrate Court within ten (10) days of employment or promotion. Members of the new employee's family are also to be invited as is the local media.
 2. Provide a properly filled-out and correct copy of the Oath of Office (Attachment A) to the Court prior to the swearing-in ceremony.
 3. Provide a copy of the completed Oath of Office to the employee, place a copy in the employee's departmental personnel file, and provide a copy to Human Resources.
 4. Arrange for new officers to be cross commissioned with the Santa Fe County Sheriff's Office and place a copy of that oath in the officer's personnel file.

Approved by:



Dino Sgambellone

ATTACHMENT A: OATH OF OFFICE

- A. The following Oath of Office is hereby adopted as the minimum standard required for police officer personnel of the Department:

LOS ALAMOS COUNTY POLICE OFFICER**OATH OF OFFICE**

"I, (State Your Name), do hereby swear (or affirm) that I will support the Constitution of the United States of America and the Constitution and laws of the State of New Mexico, and Ordinances of the County of Los Alamos, and that I will faithfully and impartially discharge the duties of my Office of Police Officer in the County of Los Alamos, New Mexico, to the best of my ability."

Signature

Subscribed and sworn before me this ____ day of _____, 20__.

THE HONORABLE PAT A. CASADOS
MAGISTRATE JUDGE

DINO SGAMBELLONE
CHIEF OF POLICE

113.00 Public Information			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.23.01, .02 and .03		

I. PURPOSE

The Los Alamos Police Department is committed to informing the public and news media of events that affect the lives of citizens in the community with openness and candor, by providing media personnel access to or details of incidents. The agency shall provide the media access to the public information function, and assist media personnel in covering news stories at the scenes of incidents.

II. POLICY

1. The public information function of the Los Alamos Police Department is defined as follows. The Chief of Police is the official spokesperson for the Division of Police. The Staff Services Bureau Commander shall act as the department's public information officer (PIO). The PIO will be available for on-call responses to the news media. The Chief of Police will be notified and coordinate all formal press conferences held pertaining to matters related to the department. The Deputy Chief of Police, a Bureau Commander, the supervisor in charge of a shift, or designated officers may release information to the media at the scene of an incident; from agency files, or on matters concerning an ongoing criminal investigation, as long as the release of information would not jeopardize investigations and would not violate the constitutional rights of victims/complainants/suspects, in accordance with applicable law.
2. Records personnel will be responsible for the ongoing routine release of records to media personnel in accordance with this policy.
3. Media releases shall be prepared as necessitated by specific occurrences in the agency's service area or to address specific issues or concerns of the agency.
4. Information about cases and statistics will be available from the agency when requested by the media.
5. Media release information shall be provided to the media in an equitable manner.
6. When a news release has been issued, the following persons or functions in the agency will receive a copy which may be distributed in electronic format; 1) Dispatch 2) All Bureau Commanders; 3) Deputy Chief of Police; 4) Chief of Police.
7. All Information released will conform to State Records Retention laws and Federal CFR Regulations, when applicable

III. PROCEDURES

A. Release of Victim, Witness, and Suspect Information

1. Information that may be released pertaining to victims, witnesses and/or suspects prior to arrest is limited to the following:
 - i. A description of the offense, including a brief summary of events.
 - ii. Location, date and time of the offense.
 - iii. Property loss (not to include a dollar amount) injuries sustained or damage resulting from the event.
 - iv. Identity of the victim (except that of a victim in the case of a sexual assault, death, in situations where the next of kin have not been notified, or when the victim is a juvenile).
 - v. Information regarding unidentified suspects such as a physical description or vehicle description when such release will not hinder or jeopardize the investigation or apprehension of the suspect(s).
 - vi. Identification of fugitive suspects for whom an arrest warrant has been issued.
 - vii. Criminal background information of a fugitive when the public should be alerted to any danger.

B. Information Prohibited from Release Prior to Arrest

1. The following information will not be released prior to any arrest:
 - i. The identity of any suspect who is not charged.
 - ii. The identity of victims or witnesses when such information could subject them to danger or extreme embarrassment.
 - iii. The identity of any sexual assault victim.
 - iv. The exact location of a sexual offense when such information could lead to the identity of the victim.
 - v. The identity of any juvenile.
 - vi. Exact information about a weapon or other physical evidence.
 - vii. Any information that could be known only by those responsible for the offense – “Investigative Keys.”
 - viii. Conjecture about fugitives or suspects.
 - ix. Mug shot of suspect unless such release is authorized by the Chief of Police.
 - x. Any misleading or false information.
 - xi. The dollar amount taken in a burglary, larceny or robbery.

C. Release of Information Subsequent to Arrest

1. The following information may be released subsequent to the arrest of a suspect:
 - i. Time, date and location of the arrest.
 - ii. Defendant's name (except juveniles), age, residence, usual occupation, and marital status.

- iii. Criminal charges.
- iv. Facts and circumstances relating to the arrest such as any resistance, pursuit or possession or use of a weapon.
- v. The name of the arresting agency and the name(s) of the arresting officer(s) unless such information would place the officer(s) in danger.
- vi. Pretrial release or detention arrangements, location of detention, and the amount of bond (if any).
- vii. Scheduled dates for various steps in the judicial process.

D. Information Prohibited from Release

1. The following information will not be released:
 - i. Comments about the suspect's character or reputation or opinions regarding his/her guilt or innocence.
 - ii. The name and address of the suspect's employer unless the incident or offense is specifically related to such employment.
 - iii. Information about the existence or content of any confession, admission or statement made by the suspect.
 - iv. The suspect's refusal to make a statement or submit to tests or examinations.
 - v. Results of any tests or examinations to include B.R.A.C. or B.A.C. results in D.U.I offenses.
 - vi. Re-enactment of the crime.
 - vii. Information that the suspect directed investigators to the location of any evidence.
 - viii. The identity, testimony or credibility of any witnesses.

E. Multiple Agency Information Releases

1. When multiple agencies are involved in an activity with the Department, all involved agencies will be consulted regarding the release of information to the news media prior to such release.
2. When another agency initiates any activity within the County, that agency will be responsible for releasing information about its activity to the news media.
3. In a death investigation jointly conducted by the Department, Office of the Medical Examiner (OMI) and the District Attorney's Office, the primary responsibility for the release of information regarding the investigation to the news media lies with the Department.
4. The PIO will coordinate any release of information concerning a death investigation with the OMI and the District Attorney's Office. S/he will release ONLY that information pertaining to the Department's involvement in the investigation.
5. The OMI will release information regarding the cause of death unless the OMI has

agreed to allow the Department's PIO to do so.

F. Impartial Release of Information

1. Information will be released on an impartial basis to all news media representatives.
2. Under no circumstances will any information be withheld, delayed or selectively released to favor any particular news media representative or agency.

G. News Media Access

1. The Department will facilitate the news media's access to information, ensuring that the release of such information conforms to applicable law and policy; that personnel and the public are not endangered; and that the integrity of the investigation is preserved.
2. The Department does not issue news media credentials. The Department will however deny access to the scene or any crime or to Department records to any news media representative who interferes in an investigation while at the scene of the incident or who obtains and releases information prohibited or restricted by law.
3. News media representatives will not be allowed access to any area or scene where such access would compromise evidence, disrupt operations or deployments nor to an area where their presence would jeopardize a member of the Department or a citizen. News media access will be determined on a case-by-case basis by the ranking officer on-scene, the investigator in-charge, or the Chief of Police or his/her designee.
4. Although the scene of a fire, natural disaster or other catastrophic event may be closed to the general public, news media representatives are exempt from such restriction and will not be denied access solely because of the danger. When danger is the only consideration, news media personnel will be advised of the dangerous condition(s) and will be responsible for their own safety and decisions to enter the incident area. News media representatives will not be allowed to interfere with Police, Fire Service, Rescue or any other First Responder, government or private activities nor the general traffic flow at the scene of any incident or crime.
5. The line over which the news media may not cross will be a reasonable distance from the scene in order to protect the news media, yet provide the news media with an opportunity to adequately report, photograph or video the incident. Members of the news media must understand that entering any scene is done so at their own risk.
6. At the discretion of the ranking officer on scene or and/or the PIO, a media perimeter may be established closer to the scene than the perimeter established for the general public. Safety, security of the scene and reservation of evidence will be the determining factors.

H. Detention Center

1. News media access to the Detention Center or any person(s) detained by officers of the Department in any Detention Center, will only be granted upon the authorization

of the Chief of Police, or his/her designee, and will be coordinated by the PIO.

2. Other than booking photographs and security videos taken during routine booking and processing or investigative videos and photographs taken for evidentiary purposes as part of an investigation, photographs, films, and videos may only be taken within the Detention Center upon authorization of the Chief of Police or his/her designee. No inmate or detainee will be photographed, filmed or videoed or otherwise recorded by the news media inside a Detention Center without his/her written consent. A copy of such written consent shall be placed in the detainee's file.
3. News media requests for interviews with persons in custody will first be approved by the Chief of Police or his/her designee and coordinated by the PIO.
4. In considering a news media request to interview a person in custody, primary consideration will be given to the safety and security of that person. Any media exposure which would endanger an inmate or detainee while in the custody of the Department will be denied.
5. Prior to authorizing inmate/detainee interviews, the PIO, or designee, will obtain approval from the appropriate prosecuting attorney and obtain a written consent from the inmate/detainee to be interviewed. Such written consent will be placed in the individual's file.
6. Members of the Department will not prevent the photographing, filming or video recording of any person in custody while in public places nor will they prevent brief comments to reporters by any person in custody in public places unless safety and/or security considerations dictate otherwise.

I. Release of Confidential Information

1. Information deemed "Confidential" due to its intelligence or investigative nature will not be released without the express authorization of the Chief of Police.

J. Activation of the Public Information Officer

1. When the ranking officer on the scene of a crime or other incident determines the news media presence and/or the volume of media inquiries cannot be adequately handled by on-scene personnel, the PIO, or his/her designee, will be contacted for assistance.
2. The PIO will immediately obtain a briefing from the on-duty Shift Supervisor and will assume responsibility for news media relations and the preparation and release of any information.
3. After conferring with the Shift Supervisor, the PIO will either respond to the scene of the event or, when necessary, establish another location for meeting with the news media and take charge of disseminating any information to them.

K. Mass Media Notifications

1. The PIO will be responsible for any and all news releases to the mass news media. The Chief of Police, or his/her designee, will approve the content and dissemination of news releases to the mass news media. The PIO will also be responsible for the

safety governing the activities of members of the news media at the scene of any incident under the control of the Department.

L. Newsworthy Information

1. Newsworthy information concerning promotions, projects, special programs, operations, DUI Checkpoints, public safety concerns, or other activities and events of possible interest to the public or the community should be forwarded to the PIO in writing well in advance of the effective date(s) when possible or either in person or by phone when there is an urgent need to release such information.

M. Public Requests for Inspection and Copies of Department Records and/or Information

1. Members of the Department will follow the County's guidelines regarding the compliance with the Inspection of Public Records Act (§ 14-2-1 NMSA). The County's guidelines are posted on the intranet.
2. New Mexico State information can be found on the Attorney General's website.
3. All Public Records Requests will be turned in to the Department's Records Section for processing. The Office Manager is designated by the Chief of Police as the Public Records Custodian for the Department.
4. Requests for the inspection of non-exempt records will be processed at the time of the request or within three business days unless the request is deemed excessively broad or burdensome. If such request is deemed to be excessively broad or burdensome, the Public Records Custodian must, pursuant to § 14-2-10 NMSA), notify the requestor that additional time is needed to respond. Such notification must be provided within fifteen calendar days after the receipt of the inspection request.
5. Individuals requesting to inspect records will be seated in the Records Section and monitored while conducting such inspection. Under no circumstances will they be left alone or allowed to remove documents from the file.
6. Individuals may request and obtain copies of documents. The Department currently charges \$0.75 per page. Monies collected will be properly deposited in accordance with County Procedures.

N. Exempt Records

1. Every person has the right to inspect any public records in the state of New Mexico with the following exceptions:
 - i. records pertaining to physical or mental examinations and medical treatment of persons confined to any institution;
 - ii. letters of reference concerning employment, licensing or permits;
 - iii. letters or memorandums which are matters of opinion in personnel files or students' cumulative files;
 - iv. Law enforcement records that reveal confidential sources, methods, information or individuals accused but not charged with a crime. Law

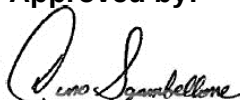
enforcement records include evidence in any form received or compiled in connection with any criminal investigation or prosecution by any law enforcement or prosecuting agency, including inactive matters or closed investigations to the extent that they contain the information listed above;

- v. as provided by the Confidential Materials Act;
- vi. trade secrets, attorney-client privileged information and long-range or strategic business plans of public hospitals discussed in a properly closed meeting;
- vii. public records containing the identity of or identifying information relating to an applicant or nominee for position of president of a public institution of higher education;
- viii. tactical response plans or procedures prepared by the state or a political subdivision of the state, the publication of which could reveal specific vulnerabilities, risk assessments or tactical emergency security procedures that could be used to facilitate the planning or execution of a terrorist attack;
- ix. discharge papers of a veteran of the armed forces of the United States filed with the county clerk before July 1, 2005, that has not been commingled with other recorded documents. These papers will only be available to the veteran who filed the papers, the veteran's next of kin, the deceased veteran's properly appointed personal representative or executor, a person holding the veteran's general power of attorney or a person designated in writing by the veteran to receive the records;
- x. discharge papers of a veteran of the armed forces of the United States filed with the county clerk before July 1, 2005, that have been commingled with other recorded documents if the veteran has recorded a request for exemption from public disclosure of discharge papers with the county clerk. If such request has been recorded, the records may be released only to the veteran filing the papers, the veteran's next of kin, the deceased veteran's properly appointed personal representative or executor, a person holding the veteran's general power of attorney or a person designated in writing by the veteran to receive the records;
- xi. discharge papers of a veteran of the armed forces of the United States filed with the county clerk after June 30, 2005. These papers will only be available to the veteran who filed them, the veteran's next of kin, the deceased veteran's properly appointed personal representative or executor, a person holding the veteran's general power of attorney or a person designated in writing by the veteran to receive the records; and as otherwise provided by law.

O. MEDIA REVIEW OF PUBLIC INFORMATION DIRECTIVES

1. The agency will involve the media in the development of new or changes to existing directives, policies and procedures relating to the public information function. It will be the responsibility of the Office of the Chief to seek input from the media in an effort to ensure effective working relationships between the department and media personnel.

Approved by:



Dino Sgambellone
Chief of Police

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114.00 Line of Duty Death and Injury			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.24.04		

I. PURPOSE

The purpose of this General Order is to set guidelines and procedures regarding notifications and assistance to family members of Los Alamos County Police Department personnel killed or seriously injured in the line of duty.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide all possible assistance to the immediate survivors of a current member who is killed in the line of duty, whether feloniously or accidentally. Likewise, all possible assistance will be provided to immediate family members of personnel seriously injured in the line of duty. **See also General Order 219 – Use of Force – Section IV.M.5).**

III. DEFINITIONS

SERIOUS INJURY – means any injury resulting in the hospitalization (other than treatment and release) of a member, or their incapacitation.

IV. PROCEDURES

-

1. Immediate family members will be notified without delay in the event an on- duty death or injury requiring hospitalization or other incapacitation by the Chief of Police or designee. Where possible, such notification shall be made in person. The individual making such notification may be accompanied by appropriate personnel from the Department or community (E.g., a chaplain or member of the clergy, etc.). The names of deceased or injured members of the Department will not be released to the media prior to the notification of the immediate family and family members living in state. Such release will be made by the Department's Public Information Officer (PIO) after being cleared by the Chief of Police.
2. Family member(s) will be given assistance in responding to the hospital or other location(s) as needed.
3. Assistance will be rendered in the care of children or other dependents, pets, or other matters needing immediate assistance.
4. A command officer, or other Department member designated by the Chief of Police, will be assigned as a liaison to the family and will remain with the family while at the hospital or other location as requested. The liaison officer will arrange transportation for the family and any other possible assistance.
5. The liaison officer will keep the family informed of all developments if a criminal investigation surrounds the death, prior to any news release.

6. The liaison officer should assist the family by screening them from the news media. The liaison should assume this responsibility unless requested otherwise by the family. The liaison officer should attend any news media interviews and “screen” questions presented to the family that may jeopardize the investigation or any legal proceedings.
7. The liaison officer shall assist the family in regard to explaining and/or obtaining any counseling services, insurance or other benefits and community services.
8. The liaison officer will discuss arrangements with the Survivor. The Survivor must be made aware of the potential magnitude of the police funeral. All options for the service will be presented to the family. The Survivor will make all decisions, and these decisions will be final even if not the wishes of the agency.
9. Members killed in the line of duty are eligible for certain ceremonial rituals at their showing hours and funeral. It must be reiterated that the Survivor has the final say regarding funeral planning.
10. A marked cruiser and officer may be posted outside the incapacitated or deceased employee's home from the time of the fatality or injury through the end of the funeral day or stay at the hospital. The duty of this detail is to discourage any visits from media or others, unless the Family Liaison Representative indicates the family wishes to speak with the media.
11. The liaison officer shall remain in contact with the family and arrange for assistance the Department may be able to render (E.g., assistance with home or car repairs, etc.).
12. The Chief of Police shall arrange a “Critical Incident Debriefings” after the death or serious injury of a Department member for those who may have been directly involved in the incident; and for those members of the Department who wish to participate.

Approved by:



Dino Sgambellone
Chief of Police

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115.00 Employee Assistance Program			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	PER.11.01		

I. PURPOSE

To establish guidelines for Los Alamos County Police Department employees requesting Employee Assistance Program (EAP) services.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide its employee's access to the Employee Assistance Program provided by the County based on the provisions of the current contract.

III. PROCEDURES

1. Employees requesting Employee Assistance Program services can contact the EAP Provider directly in regards to services available or they can contact the Human Resources Benefit staff with any questions regarding the benefit. All inquiries will remain confidential. The EAP Provider will give the employee a list of providers based on the services needed. EAP provides a 24 hr. hot line for appropriate and timely services.
2. In addition, the County can require an employee to obtain counseling services which is kept in a confidential manner. These mandates may be made in an effort to prevent incidents in the workplace as a part of the disciplinary process. The County Human Resources Division is responsible for supervising the mandated program services.
3. The Human Resources Division provides information to employees regarding the benefits available, as well as helping supervisors to be aware of employee rights and the various programs available to all employees. HR provides supervisory personnel with training consisting of responsibilities and at risk behaviors identification.

Approved by:



Dino Sgambellone
Chief of Police

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116.00 Personnel Early Warning System			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	PER.11.02		

I. PURPOSE

- A. A comprehensive Personnel Early Warning System is an essential component of good discipline in a well-managed law enforcement agency. The agency should not be faced with investigating an employee for a serious case of misconduct only to find there was an escalating pattern of less serious misconduct which could have been abated through intervention. The early identification of potential problem employees and a menu of remedial actions can increase agency accountability and offer employees a better opportunity to meet the agency's values and mission statement.
- B. The Department shall have a Personnel Early Warning System to identify employees who may require intervention efforts. The Early Warning System will be monitored by the Office of the Chief and those personnel designated as part of the Internal Affairs Function, including Bureau and Section Commanders. When the Early Warning System is triggered, designated personnel will be notified including those assigned on an ad-hoc basis to the Internal Affairs Function, as well as the employees Bureau and Section Commanders when appropriate.

II. POLICY

- A. **Initiating review:** The EAP will initiate when an employee has reached has four documented events within a four (4) month period; this will start an informal review.
 1. Supervisors will conduct an informal review of their current evaluation data and a review of those specific events in an effort to identify or determine if a pattern of conduct exists. Supervisors shall collect, review, and report the following material to help evaluate potential issues with employee performance and behavior:
 - i. Evaluations
 - ii. RTR/A Reports
 - iii. Traffic Crash (Accidents)
 - iv. Attendance Records
 - v. Internal Affairs
 - vi. Complaints
 - vii. Discipline
 - viii. Counseling's

B. Reporting requirements:

1. The complaint reporting process, internal affairs function, disciplinary processes, and

RTR/A data in addition to personnel evaluations and attendance records shall be utilized to evaluate employee conduct and behavior.

2. Supervisors within the Department will collect, review, and evaluate this information to assist in determining if they or the Department needs to initiate a review of potential issues with employee performance and behavior.
3. Documented **annual evaluation of the system** of reporting and review shall be conducted by the Chief of Police, or designee, to ensure potential employee behavior patterns are appropriately addressed in a timely manner.

C. Supervisory responsibilities:

1. **All supervisors** will be responsible for the **collection and coordination** of information within and between functions in which one of their employees is involved.
2. Any employee who has **four documented** events within a four (4) month period will require, at a minimum, an informal review of their current evaluation data and a review of those specific events in an effort to identify or determine if a pattern of conduct exists that may require intervention. This review will initially be done by those assigned to the Internal Affairs and personnel function when an employee reaches the established threshold.
 - i. If the initial review satisfies the inquiry that no pattern of conduct exists that may require intervention, no further action is needed.
 - ii. If the file review does not satisfy the inquiry, the immediate supervisor will be directed to meet with the employee to discuss his/her performance and/or behavior. This meeting will be conducted in an effort to determine or identify if a pattern of conduct exists and what intervention actions (i.e. counseling, progressive discipline, training, EAP, etc.) can be taken to remedy the situation.
3. Supervisory personnel shall **forward information to the next level in the chain of command** if it appears a pattern of conduct and/or behavior is being exhibited which merits intervention above and beyond more traditional methods, such as counseling and training.
4. Each **Bureau Commander** will maintain and review data collected and available for all employees within their bureau periodically to ensure the Personnel Early Warning System is being used and reviews by department supervisors are being conducted consistent with this policy. These processes include the collection of data relating to sick and injury leave usage, RTR/A data, accidents, evaluations and complaint information supplied by the Office of the Chief and/or section supervisors.
5. **Remedial training:** Most complaints and disciplinary issues are reviewed by first line supervisors, with remedial training recommended at that level. Further remedial action (i.e. progressive discipline, mandatory training, EAP, etc.) may be deemed necessary as issues progress through the chain of command.

D. Employee Assistance Program:

1. Employees may be provided employee assistance through an Employee Assistance Program (EAP) or through other sources recommended for behavioral modification,

conduct or conflict resolution, training, counseling outside of the normal EAP channels, etc. (See 115.00).

III. PROCEDURES

A. Activation:

1. The Personnel Early Warning System shall activate when an employee has three or more sustained complaints of misconduct within four months. It can also activate when a supervisor notices a pattern of conduct occurring with an employee.
2. The Commander of Staff Services shall notify, in writing, the Bureau Commander of the involved employee that the Personnel Early Warning System has been activated. The Chief of Police shall receive a copy of the notice. The notification should include:
 - i. The date of the incident(s)
 - ii. The general allegations
 - iii. The disposition of the incident(s)
 - iv. Any discipline administered
3. The supervisor of the involved employee should then review the employee's files consisting of, but not limited to:
 - i. Use of force
 - ii. Sick or other leave use
 - iii. Performance evaluations
 - iv. Disciplinary actions
 - v. Traffic Crash (Accidents)
 - vi. Internal Affairs
 - vii. Complaints
 - viii. Counseling's
4. The supervisor shall submit a written response, through the chain of command, to the appropriate Bureau Commander with their findings, and a plan for improvement, if applicable. Possible corrective measures may include, but are not limited to:
 - i. Counseling by peers, supervisors or commanders
 - ii. Referral to a department authorized mental health professional
 - iii. Remedial training to address identifiable problems
 - iv. Reassignment or transfer
5. The Bureau Commander shall review the written response and forward to the Chief of Police for approval of the recommended action.
 - i. The Bureau Commander shall be responsible to insure that any corrective measures are accomplished, and submit a report to the Chief of Police with the final results.
 - ii. All corrective measures shall be implemented within applicable Department policies and procedures and the County Personnel Rules and Regulations.

6. The employee's supervisor will notify the employee of the review when it is initiated and the basis for the review. The employee shall be notified in writing of the final determination.

B. Review:

1. The Personnel Early Warning System shall be reviewed annually to evaluate the system's effectiveness and make changes as required.

Approved by:



Dino Sgambellone
Chief of Police

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117.00 Risk Analysis			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.12.01		

I. PURPOSE

The purpose of this General Orders is to conduct risk analysis for the Police Department.

II. POLICY

It is the policy of the Los Alamos Police Department to utilize regularly collected information to gain information on losses and exposures, to prevent and suppress employee injuries, lawsuits and liability exposure. Risk Analysis can include analysis of operational and tactical objectives.

III. PROCEDURE

A. Source Documentation

Employee injury reports/ Accident forms will be gathered from the risk management office upon the direction of the Chief. Employee safety training documents will also be gathered. Current articles and case law may also need to be gathered to keep with current trends and laws in law enforcement.

B. Analysis of risk data

Upon gathering information, the supervisory staff of the Police Department will meet with the Chief and review the material. The gathering of data – accident forms, training articles, case law, etc. can be at the direction of the Chief or as department members feel updates are needed.

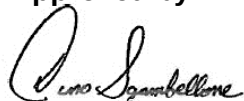
C. Distribution of information

All forms required to be submitted to Risk Management will be copied to the Staff Services Commander for review. The review of information will be finalized during a regular department supervisor meeting. Once the information has been reviewed, it will be distributed to the members of the department during regularly scheduled staff meetings and shift briefings. A copy of the safety training will also be forwarded to the risk management / safety coordinators office.

D. Preventative strategies

Preventative strategies will be documented and relayed to personnel during regularly scheduled staff meetings. As needed an annual review of the safety/ training bulletins will be conducted as an evaluation of the success of the programs.

Approved by:



Dino Sgambellone
Chief of Police

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118.00 Personnel Issues and Secondary Employment			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	PER.01.01, 02 03, 04 05, PER.02.01, 02, 03, PER.03.01, 02, 03, 05, 06, PER.04.01, 02, 03, PER.06.01,02, 03, 04, PER.08.01,02, 03, 04, PER.09.02, 03, 04, 05, PER.11.01, 02, TRN.03.01		

I. PURPOSE

The purpose of this General Order is to ensure consistency and compliance with Los Alamos County Police Department procedures and the Personnel Rules and Procedures established by Los Alamos County and overseen by the Human Resources Department.

II. POLICY

It is the policy of the Los Alamos County Police Department to comply with all of the policies and procedures developed by the Human Resources Department of Los Alamos County and approved by the County Administrator and the County Council. The approved policies and procedures are available on the County's website on the Intranet.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. Personnel Issues

1. All members of the Department will comply with the Department's guidelines and the County's Personnel Rules and Procedures. The County's Human Resource Department provides guidelines and assistance regarding the rules and procedures and their advice should be sought whenever questions or issues arise. In instances where questions, problems, issues or conflicts arise, they shall be forwarded through the chain of command to the Chief of Police for resolution. Except for personal personnel matters, the chain of command will be followed. General Orders issued by the Chief of Police on the following areas are in conjunction with County policy and included here in support thereof for guidance in personnel issues.
2. The Human Resources Department assists the Chief of Police with the following areas:
 - i. Personnel Recruitment, Selection and Hiring
 - ii. Sworn police positions abide by requirements found in NMSA 29-7-6.
 - iii. Discrimination

- iv. Compensation, Benefits and Working Conditions
- v. Off-Duty Employment
- vi. Career Development
- vii. Annual and Mid-Year Performance Evaluations
- viii. Promotions
- ix. Grievance Procedures
- x. Disciplinary Procedures and Actions
- xi. Retirement Program
- xii. Health Insurance Program
- xiii. Disability and death benefits program
- xiv. Liability Protection program
- xv. Employee educational assistance program

B. Succession Planning

1. In order to assist the Department in maintaining authorized staffing levels, supervisors, when meeting with their direct reports during the annual and mid-year performance evaluations, will review with the employee their career goals to identify training needs, promotional aspirations, transfers to other areas of the Department, retirement and any other options that may affect staffing levels in the Department and its various bureaus and sections. Changes affecting the Department staffing levels, career goals, training needs, and so forth will be reported through the chain of command so that preparations can be made for recruiting, selecting, training or otherwise assisting the employee and the Department.

C. Secondary Employment

1. All Secondary Employment is subject to review and approval and is defined as any outside employment. Outside employment is off-duty, outside regular employment hours with Los Alamos County. Employees of the Los Alamos Police Department prior to engaging in any outside employment or business, shall submit notification of such in writing to the Chief of Police on an annual basis. Such outside employment or business must comply with State Law, County and Department Policies, and the Code of Ethics. No illegal activity is allowed nor shall any outside employment or business bring discredit to the County or the Police Department.
2. All notifications to the Chief of Police regarding outside employment shall contain a detailed listing of the significant aspects and responsibilities of such outside employment. The Chief of Police maintains the authority to deny any request.
3. Employment with the Los Alamos County Police Department shall be considered the primary employment of all Department Personnel. No outside employment shall interfere with the ability to respond to call-back by the County.
4. An employee may request annual leave to engage in outside employment. Approval of such leave will be regulated by the Los Alamos County Personnel Rules and Regulations concerning grants of annual leave.

5. No employee of the Department shall conduct any other business or engage in outside employment during paid working hours.
6. The Chief of Police or his or her designee shall oversee and monitor outside employment or business activities for violations of State Law, County and Department Policies and Procedures, and the Code of Conduct. Violations of these may result in revocation of the members outside employment or disciplinary action up to and including possible termination. Any instances regarding outside employment or business activity brought to the attention of the Chief of Police or his/her designee which was not previously approved shall be documented, reviewed, and where deemed necessary, appropriate action will be taken.
7. Sworn/non-sworn employees will generally not be permitted to work secondary employment where the nature of the employment or the place where it is performed could bring disrespect or discredit to the employee or the Department of Police or could impair the employee's efficiency or capabilities, or interfere with the employee's response to a Division call-out, or interfere with the employee's job responsibilities.

D. Extra Duty

1. Officers engaged in extra-duty employment will be **governed at all times by the rules and regulations, general orders and administrative orders**, and will **only perform activities necessary to keep peace and order** and enforce the laws and ordinances of the County of Los Alamos and the State of New Mexico. Special details, annual events, or other short-term department sanctioned overtime opportunities posted do not require an annual secondary employment request so long as they are approved by a Sergeant or higher. Such duty will be restricted by the guidelines found in this General Order and Division Rules and Regulations. The Chief of Police, Deputy Chief, or any Bureau Commander may cancel or deny any Extra Duty if it is deemed not to be in the best interests of the Department. Such denial may be subject to appeal and further review by the Chief of Police.
2. Officers in their field training period will not normally be allowed to work extra duty assignments. They will become eligible for extra-duty employment upon successful completion of their field training. This restriction may be waived by the Chief of Police or his/her designee or for advanced field training opportunities.
3. The on-duty Watch Commander and CDC are to be notified when a member is working their extra duty or special duty, which shall include location, times, contact number, and whether or not the detail is being worked in uniform or plain clothes.
4. Officers should be constantly aware of the image they project on extra duty assignments and shall avoid such actions that would reflect negatively upon the officer, the Department or the County of Los Alamos. Officers should use discretion when consuming food or drink in public areas.

E. Extra Duty Assignments:

1. If an officer is unable to work their assigned extra-duty job and has to seek a substitute, this shall be his/her responsibility. If practical, attempt to contact one of the other officers who signed up for the original detail.
2. In the event of a severe emergency, the officer should attempt to get a substitute and then notify their supervisor.
3. Any calls received regarding employee's conduct while assigned or showing up late for assignments will be forwarded to employee's supervisor. Following an evaluation of the complaint, the supervisor will make a recommendation to the Chief in an effort to resolve the complaint or misconduct to include prohibiting the employee from working the detail. Officers who are unable to show up for a special-duty job must speak with their supervisor directly. Vendors must be notified immediately if an officer is unable to work an extra-duty job by the assigned employees.
4. In the event an officer's schedule is changed and that officer has been previously assigned to an extra-duty job that interferes with the schedule change, he/she must notify his or her supervisor to make them aware of the situation. For all other circumstances, once an employee has committed to an extra-duty job it is his or her responsibility to find a replacement.
5. Officers assigned to work an extra-duty detail are responsible for completing all paperwork associated with any disturbances or arrests that occur during their employment.
 - i. All paperwork will be submitted to a supervisor prior to the end of the officer's detail.
 - ii. Any injuries that occur will be reported to a supervisor immediately.

Approved by:



Dino Sgambellone
Chief of Police

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119.00 Workplace Violence			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to ensure consistency and compliance with Los Alamos County Police Department procedures and the Personnel Rules and Procedures established by Los Alamos County.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide a work environment that is free from workplace violence. Violent behavior and threats of violence against other Los Alamos County Police Department employees is considered unacceptable conduct and prohibited.

Intimidating, coercing, threatening, discriminating against, or taking reprisal against a Los Alamos County Police Department employee for assisting with an investigation of a complaint or for reporting violent behavior or threats of violence is prohibited.

III. DEFINITIONS

Workplace Violence: Hostile or aggressive physical contact with another person; a statement or body gesture that threatens harm to another person; or a course of conduct that would cause a reasonable person to believe that he or she is under threat or harm.

IV. PROCEDURES

1. Employees shall immediately notify a supervisor when he/she is a target of workplace violence or threats of violence or when he/she knows of violent behavior or threats directed at others.
2. An employee of the Los Alamos County Police Department who believes that immediate action is required to respond to a threat of life or to a situation that could result in serious bodily harm should contact the CDC and have the on duty patrol shift commander respond immediately to the situation.
3. Personnel shall cooperate with those investigating workplace violence incidents, including the Human Resources Department, internal affairs investigators, and private investigators hired by management.
4. Supervisors must be alert to potential instances of violent behavior or threats of violence and take immediate appropriate action.

5. Supervisors must immediately notify the Human Resources Department and also their next higher level of management or supervision upon receipt of an allegation of workplace violence or upon observation of behavior, verbal exchanges, etc., that indicate workplace violence may occur or may have occurred.
6. Supervisors must take prompt disciplinary action as appropriate.
7. After a complaint of workplace violence has been substantiated, supervisors must monitor the situation to ensure that the behavior has stopped and take reasonable action to prevent or stop retaliation.
8. Supervisors must take action when a non-employee, such as a vendor, contractor, or facility user exhibits violent behavior or threatens an employee or other non-employee or when an employee exhibits violent behavior or threatens a non-employee. Such action may include removal of the non-employee from the workplace and must include reporting the incident to the Human Resources Department who then notifies the non-employee's employer when appropriate.
9. In accordance with the Los Alamos County Administrative Procedure Guideline, index no. 1125 (Nov. 7, 1997), any employee removed from the workplace under this policy may be placed on administrative leave during the investigation.
 - i. A supervisor who has removed a Department member from the workplace in connection with this policy must consult with the Los Alamos County Human Resources Department before returning the Department member to the workplace. If appropriate, a Department member may be sent for a fitness for duty examination before return.
10. Failure to comply with the provisions of this General Order may result in discipline, up to and including termination from employment.
11. An internal investigation and/or disciplinary action does not preclude an independent Police investigation or criminal prosecution where such action is warranted.

Approved by:



Dino Sgambellone
Chief of Police

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120.00 Harassment			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to ensure consistency and compliance with Los Alamos County Police Department procedures and the Personnel Rules and Procedures established by Los Alamos County.

II. POLICY

It is the policy of the Los Alamos County Police Department to promote a professional atmosphere free of any form of illegal discrimination or harassment, based on race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, veteran status, or other protected class. Members of the Los Alamos County Police Department shall not engage in any verbal, non-verbal, hostile environment, sexual, or third party harassment.

III. DEFINITIONS

Verbal Harassment: any unwelcome comment which ridicules, denigrates, insults, belittles, or displays hostility or aversion towards a person's national origin, race, color, religion, age, gender, sexual orientation, gender identification, disability, or other protected status.

Non-verbal Harassment: Any unwelcome distribution, display or discussion of any audible, written or graphic material which ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual, or group because of national origin, race, color, religion, age, gender, sexual orientation, gender identification, disability, or other protected status.

Hostile Environment Harassment: Unwelcome conduct by one individual against another individual based upon his/her protected class which is sufficiently severe, persistent or pervasive that it alters the work environment conditions and creates an environment that a reasonable person would find hostile or offensive, "Hostile" must be based on all of the circumstances, to include, but not limited to, the frequency of the conduct, its severity, and whether it is reasonably perceived as intimidating, offensive or humiliating,

Sexual Harassment: Includes unsolicited and unwelcome sexual attention, verbal or physical conduct of a sexual nature, when such conduct:

1. Is made explicitly or implicitly a term or condition of employment;
2. Substantially interferes with an individual's work performance; or
3. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, but are not limited to: sexual innuendos, suggestive comments, insults, threats, or jokes; suggestive or insulting noises, staring, leering, whistling, or obscene gestures; propositions or pressure to engage in sexual activity; touching, pinching, cornering or brushing up against the body or sexual assault; inappropriate comments concerning appearance; sexual or sexually insulting written communications, displays of sexually explicit materials; use of employer's computer system for purpose of sharing or disseminating sexually explicit material; employment decisions which are based upon sexual relationship; harassing behavior directed toward another because of that person's gender.

Third Party Harassment: Any conduct which causes a third party to be directly offended by the conduct or communication of others or when a person other than a County official or employee, is party to the alleged harassment.

Retaliatory Harassment: Occurs when adverse actions are imposed against individuals who have reported allegations of harassment or discrimination or have participated in a harassment or discrimination investigation.

IV. PROCEDURES

A. General

1. All supervisors of the Los Alamos County Police Department must be familiar with this policy and not make statements or behave in a manner which could reasonably be construed as harassment. Supervisors must be alert to potential instances of harassment in the course of providing supervision and address all allegations or suspected occurrences in accordance with this policy and Los Alamos County Administrative Procedure Guideline "Harassment Policy and Procedure", index No. 1120, revised February 5, 2008.
2. Supervisors who are found to have engaged in conduct prohibited by this policy or who fail to take prompt and appropriate action in response to harassment are subject to progressive disciplinary action, up to and including termination.
3. All supervisors shall also participate in harassment training annually. All other department members shall participate in harassment training bi-annually.

B. Complaint Procedures

1. Department members who believe they are being or have been harassed are encouraged to promptly and firmly notify the offender that his/ her behavior is offensive and unwelcome. The individual may, whether or not such notification is ineffective or impossible, make a verbal or written complaint to their supervisor, the next level supervisor or the Employee Relations Manager in Human Resources (HR). The complaint may also be made to any other HR management staff member. Any supervisor who receives a complaint or witness improper conduct shall promptly document and report the complaint to HR and the Chief of Police through his or her chain of command.
2. The Employee Relations Manager, or designee, shall document the complaint in accordance with the County's Harassment Investigation Procedures and provide a

copy to the complainant. All such complaints and related documents compiled by HR shall be kept in a confidential file and are not considered a part of the personnel file.

3. The Employee Relations Manager or designee shall initiate an investigation within three (3) working days from the filing of the complaint. The investigation shall be complete, shall include any appropriate witnesses, shall be well documented, and conducted in accordance with the Harassment Investigation Procedures. Further, the investigation shall be conducted in a manner which supports confidentiality, to the extent possible, and displays objectivity and respect for all parties' rights. The investigator will provide results of the investigation to the complainant, the accused, and the accused's department director within thirty (30) days following receipt of the complaint. The complete report shall be copied to the HR Manager (if not the investigator). This report shall not be placed in any personnel file.
4. If any allegation is substantiated by the investigative process, appropriate steps will be taken to remedy the situation. The supervisor of a Department Member who is determined to have violated this policy shall take disciplinary action in accordance with the County's Personnel Rules and Regulations.

C. Retaliation

1. Retaliation against an individual who makes a report of harassment is a serious violation of this policy and should be reported immediately. Any Department Member found to have retaliated against another for reporting harassment will be subject to disciplinary action, up to and including termination. No adverse employment action shall be imposed on a Department Member as punishment for:
 - i. Filing or responding to a bona fide complaint of harassment or discrimination;
 - ii. Appearing as a witness in the investigation of a complaint; or
 - iii. Serving as an investigator.
2. Nothing in this policy shall prohibit a Department Member from filing a complaint directly with the Equal Employment Opportunity office or the New Mexico Human Rights Division office. Contact numbers for these agencies are available in HR. Department Members should be aware that there are time limits for filing complaints with these entities. Information and contact numbers are posted in the official notices displayed at various worksites as well. Any of these avenues may be used should the Department Member feel that he/she cannot obtain appropriate relief within the steps as explained in this policy. Department Members are encouraged, but not required, to seek consultation with the HR Manager or the Chief of Police before filing a formal complaint with an outside agency.

Approved by:



Dino Sgambellone
Chief of Police

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121.00 Brady/Giglio Requirement			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE:

An agency and its personnel could be subject to liability in court for failing to disclose to a prosecutor any evidence that may be considered exculpatory or favorable to a defendant. This policy will serve to ensure that Los Alamos County Police Department personnel are in compliance with the requirements set forth in the United States Supreme Court decisions of *Brady v Maryland* (1963) and *Giglio v United States* (1972) and their progeny.

II. ORDER / POLICY:

It is the policy of the Los Alamos County Police Department that all personnel who complete investigative reports include within those reports all potentially exculpatory evidence revealed during the investigation. All potentially exculpatory evidence shall be provided to prosecuting attorneys along with the case.

III. DEFINITIONS:

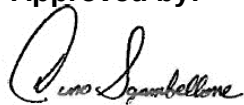
Duty to Disclose: The decision of *Brady v Maryland* (1963) places an affirmative constitutional duty on a prosecutor to disclose exculpatory evidence to a defendant. This duty has been extended to police agencies through case law, requiring law enforcement agencies to notify the prosecutor of any potential exculpatory information.

Exculpatory Evidence/Brady Material: Evidence in the government's possession that is favorable to the accused and that is material to either guilt or punishment, including evidence that may impact the credibility of a witness.

IV. Procedure:

1. Personnel of the Los Alamos County Police Department shall document in the narrative or supplemental section of their case report all investigative activity involved in an investigation, including exculpatory information.
2. All physical exculpatory evidence will be collected, entered into evidence and processed. All processing results whether incriminating, exculpatory or inconclusive shall be documented in the case report.
3. Prior to any court hearing, agency personnel shall meet with the prosecuting attorney and ensure that all exculpatory evidence is known to the prosecuting attorney, including any impeachment evidence which may be used against any witness or department personnel.

Approved by:



Dino Sgambellone
Chief of Police

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122.00 Volunteer Program			
Effective Date:	January 1, 2015	Rescinds: Amends:	
Distribution:	All Personnel	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish the duties, responsibilities and procedures governing the recruitment, direction and control of the Los Alamos County Police Department Volunteer Program.

II. POLICY

It is the policy of the Los Alamos County Police Department, through the Chief of Police, to appoint qualified volunteers to assist in providing police services to the citizens of the community.

III. DEFINITIONS

VOLUNTEER- Any person who performs a service for the Los Alamos Police Department without promise, expectation, or receipt of compensation for services rendered. This includes volunteers working as chaplains, interns, assist with parade detail assistances, fingerprinting assistance, youth involved in Explorer Posts and other services that may be needed by the Police Department.

VOLUNTEER PROGRAM -- means the Los Alamos County Police Department Program which is created and established as an organization composed of volunteers who are selected to serve at the will and pleasure of the Chief of Police.

VOLUNTEER PROGRAM COORDINATOR—means the individual assigned by the Program Commander to assist with coordinating, scheduling, training and to be the first line of supervision that oversees the program. The Coordinator reports directly to the Volunteer Program Commander.

VOLUNTEER PROGRAM COMMANDER – means the individual assigned by the Chief of Police to oversee recruitment, selection, training, duty rosters, availability, scheduling and evaluation of the Volunteers. The Commander is responsible for liaison between the Volunteers and the Police Department. The Commander will also compile statistics of the Volunteers as may be deemed necessary by the Chief of Police. The Volunteer Commander is a sworn employee of the Police Department of the rank of Commander or above designated by the Chief of Police and holds this position in conjunction with other duties.

IV. PROCEDURES

A. Recruitment

1. Volunteers shall be recruited on a continuous and ongoing basis consistent with the Los Alamos Police Department's policy on equal opportunity nondiscriminatory

employment. The primary qualification in the application process shall be the interest in assisting the Los Alamos Police Department and serving the public.

B. Screening

1. All volunteers shall complete the Los Alamos County Volunteer application form and submit to the Los Alamos Police Department.
 - i. A documented background investigation shall be completed on each volunteer applicant and shall include, but is not necessarily limited to, the following:
 - a. Traffic and criminal record
 - b. The Volunteer Commander and Coordinator shall conduct a face-to-face interview with all applicants who have passed the background investigation. Personnel from the anticipated assignment are also invited to attend this interview. The result of this interview shall be pass or fail.

C. Selection and Placement

1. Upon their selection, applicants shall receive a confirmation letter prior to the start of service. The volunteer will also be scheduled for the issuance of the official LAPD ID card and a key to access the areas of the Police Department and/or Animal Shelter for which their services are needed.
2. All volunteers are required to attend a LAC orientation at which they will receive a copy of the volunteer handbook.
3. All volunteers are required to sign the following agreements:
 - i. Gender or Sexual Orientation and Racial, National Origin Discrimination and Intimidation Policy
 - ii. Computer Use Agreement
 - iii. Confidentiality Agreement
 - iv. Liability Waiver
 - v. Volunteer Agreement
 - a. These signed documents shall be maintained by the Coordinator/administrator in the volunteer's employee file.
4. Volunteers shall be placed only in job assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the department.
5. Any volunteer whose conduct reflects poorly upon the Los Alamos Police Department or County of Los Alamos may be removed from volunteer program.

D. Volunteer Program Coordinator

1. Volunteer Coordinator is responsible for the following:
 - i. Recruiting, screening, selecting, and providing basic and rules training to all volunteers through orientation.
 - ii. Maintaining employment records for each volunteer

- iii. Maintaining the volunteer handbook, which outlines expectations, policies, and responsibilities for all volunteers
- iv. Completion and dissemination, as appropriate, of all necessary paperwork and information
- v. Planning and implementation of recognition events
- vi. Transferring volunteer between assignments

E. Training

1. Volunteers shall be provided with an orientation program to acquaint them with the department, personnel, policies, and procedures that have a direct impact on them as a volunteer.
2. Volunteers shall receive position-specific training by their assignment supervisor, or designee, to ensure that they have adequate knowledge and skills to complete the tasks required in their position.
3. Volunteers shall receive periodic ongoing training as required or as deemed necessary by their supervisor or the volunteer coordinator.
4. Orientation shall reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are, sworn officers or other full-time members of the department. They shall always represent themselves as volunteers.
5. All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the department.

F. Fitness for Duty

1. No volunteer shall report to work or be on duty when his or her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.
2. Volunteers shall report to the volunteer coordinator any changes in status that may affect their ability to fulfill their duties. This includes but is not limited to, the following:
 - i. Driver's license
 - ii. Driving history
 - iii. Medical condition
 - iv. Arrests
 - v. Criminal investigations
3. Volunteers must notify the Volunteer Coordinator, in writing, of any enforcement action taken by a law enforcement agency (this would not include a warning, but would include a driving citation). The notification of such action will not necessarily result in discipline or dismissal. Any determination of fitness for duty resulting from enforcement action shall be made at the discretion of the volunteer coordinator, based on the disqualifiers.

G. Vehicle Use

1. All employees are required to carry a valid driver's license and County identification when driving a County Vehicle. They shall report all convictions for traffic offenses in writing, through their chain of command, to the Chief of Police.
2. It is the responsibility of the employee driving a County vehicle to make sure a current County insurance card and registration card are in the glove box of the vehicle s/he is driving. If those documents are not in the vehicle's glove box, the employee is to contact the Fleet Division office immediately and the vehicle shall not be driven until the Fleet Division Office has provided the vehicle with the required insurance and registration cards.
3. Smoking is not permitted in any County vehicle by any driver or occupant at any time.
4. While driving a County vehicle, employees are expected to obey all traffic laws and pay close attention to the road and traffic.
5. The use of a County-issued cellular or other wireless telephone while driving a County vehicle is only allowed when absolutely essential for conducting County business. Employees are encouraged to conduct county business on a County-owned telephone while the vehicle is stopped off the road or while the employee is not driving. The use of a personal cellular telephone or conducting personal conversations or personal business on a County-issued cellular telephone is prohibited while driving a County vehicle.
6. While in a County vehicle with a two-way radio communication system employees are required to monitor the County's two-way radio communication system, abide by Federal Communications Commission (FCC) regulations and use the radio system for Police Department business only.
7. The County expects all employees who use radios in County vehicles to be familiar with the FCC regulations for Land Mobile Usage by a Government Agency and the consequences for violation of those regulations. Further, the County expects all employees who use radios in County vehicles to only use the radio for business purposes and to keep the radio on and open for business communications. Any employee who violates the FCC regulations or uses a County radio for non-county purposes will be subject to disciplinary action, up to and including termination. The employee may also be held responsible for paying any fines imposed for violation of the FCC rules.
8. The following list includes, but is not limited to, types of radio communications prohibited by the FCC and the County:
 - i. Messages in connection with any activity which is against Federal, State or local laws;
 - ii. If it is determined that the Volunteer drives a County owned vehicle frequently, they then shall schedule a defensive driving class with LAC Risk Division.

H. Dress Code

1. Volunteers shall conform to department-approved dress consistent with their duty assignment.

2. Any clothing or uniform shall be readily distinguishable from those worn by sworn officers.
3. Volunteers shall be prohibited from wearing any departmental insignia (to include the use of the Los Alamos Police Badge – regardless of accompanying text around the badge). The only approved insignia embroidery containing a badge, shall be the Los Alamos Police Volunteers in Policing Logo. All other specialized embroidery requests shall be forwarded to the Volunteer Coordinator.
4. No volunteer shall wear his or her uniform or identifiable parts of that uniform while off duty (this shall include embroidered clothing).
5. Volunteers shall be required to return any issued uniform or agency clothing at the termination of service.

I. Confidentiality

1. Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the agency, or maintain that they represent the agency in such matters without permission from the proper agency personnel.
2. Employees shall not post any photograph or recording obtained while participating in any Los Alamos County Police Department event or official duty to any social networking site, personal web-site or any other media of similar design and purpose.

J. Property and Equipment

1. Volunteers shall be issued an official volunteer identification card that must be worn at all times while on duty. No other identification card is authorized and no other may be worn while volunteering for the Los Alamos Police Department.
2. Any fixed and portable equipment issued by the agency shall be for official and authorized use only.
3. Any property or equipment, including the identification card, shall remain the property of the agency and shall be returned at the termination of service. Failure to return departmental property may result in the filing of criminal charges.
4. Volunteers shall be allowed access to departmental computers and the computer network. This shall be only after the volunteer has signed and agreed to the LAC IT User Agreement as provided by the IT Department.

K. Disciplinary Procedures / Separation

1. A volunteer may be separated from the Los Alamos Police Volunteer program at the discretion of the Volunteer Program Commander. Volunteers are not considered employees of Los Alamos County and are therefore not afforded the ability to file an appeal in the event they are released from the program. All separations shall be reported to the Command Staff, for review. When possible, this review should take place *prior* to the separation of the volunteer.

L. Evaluation

1. An overall evaluation of the volunteer program shall be conducted on an annual basis in the form of an annual report or staff inspection.
2. The volunteer coordinator shall audit each volunteer to ensure that they meet the minimum requirements, have completed all required training, and are still actively volunteering.
 - i. “Active Volunteer” means any volunteer who has at least twelve hours of volunteer time served in the calendar year (from July 1 – June 30).
 - ii. Only volunteer time entered in the official volunteer time program will be considered as service.

Approved by:



Dino Sgambellone
Chief of Police

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201.00 Patrol Operations			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.25.06, OPR.01.06, 07		

I. PURPOSE

The purpose of this General Order is to establish the organization and administrative functions of the Patrol component of the Los Alamos County Police Department.

II. POLICY

It is the policy of the Los Alamos County Police Department to maintain a highly visible and effective patrol presence that is responsive to the needs of the community. The Patrol component is the primary Department function and will direct its efforts to:

1. Preventing and reducing crime through preventive patrol and aggressive investigation of offenses and unsafe conditions.
2. Reducing personal injury and property damage due to traffic crashes through assertive proactive enforcement of traffic laws and ordinances.
3. Pursuing a policy of proactive Community Based Policing.

III. PROCEDURES

1. The Patrol function is under the overall command of the Police Operations Bureau Commander with the assistance of subordinate supervisors. Pursuant to direction of the Chief of Police, the Operations Commander sets standards, assigns responsibilities and grants commensurate authority necessary to ensure the accomplishment of Patrol objectives and the Mission of the Department.
 2. The Patrol component is the most visible unit of the Department and is established within the Police Operations Bureau. The Patrol function is divided into four shifts or teams that provide police services to the community on a 24-hour, 365-day basis.
- B. **Patrol Functions** -- Proactive patrol is a major part of the Department's mission and shall be provided on a continuous 24-hour basis. Patrol functions include, but are not limited to, the following:
1. Prevention of crime and traffic crashes
 2. Maintaining the peace and public order of the community
 3. Discovering and acting upon public safety hazards
 4. Discovering and intervening in juvenile delinquency causing situations
 5. Responding to calls for service in a timely manner
 6. Investigating crimes, offenses and unsafe conditions

7. Arresting offenders and citing violators
8. Traffic direction and control
9. Providing emergency services
10. Developing and maintaining positive relationships with the community
11. Reporting relevant information to other Department components or other agencies as appropriate.

C. **Intra-Departmental Communications** -- Effective communications, coordination and cooperation are key elements in the success of all organizational functions and operations. Methods for this communication shall include, but not be limited to, the following:

1. The Chief of Police will hold staff meetings.
2. Patrol shifts will hold briefings at the beginning of each tour of duty. Briefings will last no longer than 15-minutes unless special circumstances exist. At a minimum, briefings will:
 - i. Provide officers with information regarding daily patrol assignments, patrol activities, unusual situations, and changes in the status of wanted persons, stolen vehicles, and major investigations.
 - ii. Notify officers of any changes to the schedule and/or assignments.
 - iii. Provide information on new policies and procedures, General Orders, Interim Orders, Personnel Orders, Special Orders, memoranda, emails, intelligence bulletins, pass-on information and any other pertinent information or actions.
3. Allow sergeants to conduct inspections of officers, equipment and vehicles to determine and evaluate officers' readiness to assume patrol activities.
4. Attend to any necessary administrative duties.
5. Conduct training as needed.
6. The Investigations Sergeant will periodically attend the Patrol shift briefings to enhance the exchange of information; to augment the investigative effort; resolve any concerns, issues, or problems; and to promote positive rapport between the Patrol and Investigative functions. The exchange of information shall relate to ongoing investigations, wanted persons, wanted vehicles, crime trends, potentially dangerous situations or individuals, current methods of operation employed in criminal activities and other relevant information.
7. Sergeants will be responsible for ensuring that incident, crime and investigative reports are distributed to appropriate Department components and/or other agencies in a timely manner.

D. **Shifts and Assignments** – Shift days and times will be determined by the Operations Bureau Commander in accordance with the needs of the Department based on community activities and demands. The individual shift supervisor shall assign personnel to specific areas and/or duties as needed.

1. Unless otherwise noted, patrol shift begins at 0600 to 1800 for day shifts and 1800 to 0600 for graveyard shifts. This does not include short days. Officers are subject to call immediately upon the start of shift and are subject to calls until their shift ends. This will assure continuous coverage for the county.
 2. Officers are assigned area assignments, Area 1 (Downtown and Eastern Area), Area 2 (North Community and Jemez), Area 3 (White Rock). The assignments are made by the Shift Supervisor and he or she has the discretion to rotate these assignments on a daily basis.
- E. **Bidding for shifts** – Periodically, the assignment of patrol personnel to various shifts may change. Personnel may be asked to submit their request for specific shift assignments however the assignment of personnel shall be the prerogative of the Operations Bureau Commander. Requests shall be submitted in accordance with procedures set by the Bureau Commander.
1. The shift bidding process will begin at least two (2) months prior to the shift changes with the final notification of shift assignments posted at least six (6) weeks prior to any shift changes.
 2. All efforts will be made to adhere to the above time requirements, however unforeseen major events that sometimes occur may require a shorter time frame.
 3. Employees in assignments that have been vacated or in instances where another employee has been promoted into a current position, assignments will be made by the Chief of Police upon receipt of the employee's request. In consideration of the request the Chief of Police may evaluate seniority, job knowledge, and experience in determining the assignment (See 107.00 Promotions and Assignments).
- F. **Call for Service Assignments** – Generally, one officer will be dispatched to routine calls for service, however, certain calls may require that more than one officer is assigned to safely and effectively handle the call. Based on one or more of the following actual or perceived dangers, more than one officer shall be assigned:
1. An actual or threatened assault on an officer
 2. On scene arrest for a felony or violent misdemeanor
 3. Resisting arrest
 4. Use or threatened use of force
 5. Felony or violent crime in progress
 6. Fleeing subject(s)
 7. Intrusion or robbery alarms
 8. Open doors
 9. Calls involving weapons
 10. Domestic disturbances
 11. Disturbance calls involving a disorderly conduct, intoxication, fights, and/or large parties or groups
 12. Upon the request of the responding officer or a supervisor

The above section in no way prevents officers from routinely providing or checking on the welfare and safety of another officer.

G. Radio Communications

1. All officers assigned to patrol operations will have constant access to radio communications.
2. Each patrol car will be equipped with a mobile radio transceiver that will serve as the primary means of communication.
3. Patrol officers will also be issued a portable transceiver for use when away from their patrol car.
4. Officers will maintain the ability to communicate with the Consolidated Dispatch Center (CDC). They shall attempt to notify their supervisor or the CDC when conditions may limit their ability to do so.
5. In certain areas of the County, radio reception may be insufficient or inadequate to maintain communications with the CDC. In such instances, officers shall periodically check in with the CDC by whatever means necessary.
6. Buildings may also limit radio communications capabilities. Officers shall check-in with the CDC periodically and/or provide a telephone number where they can be reached.
7. Officers shall notify the CDC and provide their location when they are not available for radio contact such as when they are in court or giving depositions or assigned to stake-outs, surveillances or other special assignments.
8. In the event of radio failure, officers shall notify their supervisor and the CDC as soon as possible.
9. Each member of the Department shall notify CDC via the radio when their status changes. (i.e. traffic stop, arrival at scene, completion of assignment, etc.).
10. Anytime an Officer is called by the CDC they shall respond with their call sign.
11. Officers equipped with a mobile data terminal shall leave the terminal on throughout the shift indicating their location through an automated vehicle locator (AVL) device equipped within the MDT.

H. Response to Calls for Service

1. Response to Calls for Service will be classified, emergency or non-emergency according to the urgency that an officer is needed at the scene of the incident.
2. In determining the type of response, the following factors to be considered include, but are not limited to, the following:
 - i. The nature of the call
 - ii. If there are injuries involved and the nature of the injuries, if known
 - iii. Potential for harm to the victim(s) or the public
 - iv. Potential for property damage or loss
 - v. Passage of time from the occurrence of the incident/crime to its being reported

- vi. The likelihood of apprehending the suspect(s) if the crime is in progress at the time it is reported
- 1. Supervisors will respond:
 - i. Barring any extenuating circumstances supervisors will respond to all of the following:
 - a. Any felony,
 - ◆ All felonies must be cleared the supervisor in person or verbally.
 - b. Any response to resistance
 - c. Any unattended deaths

Approved by:



Dino Sgambellone
Chief of Police

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202.00 Patrol Procedures			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.26.01		

I. PURPOSE

The purpose of this General Order is to provide Los Alamos County Police Department personnel with guidelines for providing effective patrol services.

II. POLICY

It is the responsibility of all sworn personnel to follow approved patrol techniques, respond to calls for service, and to adhere to policy guidelines while responding to routine and emergency calls for service while on duty. The responsibility for providing 24-hour patrol functions is primarily assigned to uniformed patrol personnel.

IV. PROCEDURES

A. Routine Patrol Procedures

1. The following factors will be considered when patrolling assigned patrol areas:
 - i. High citizen complaint and selective enforcement areas.
 - ii. Known criminal activity/high crime areas.
 - iii. Geographical and demographic composition of the patrol area (i.e., LANL, residential, business, isolated areas, school zones, etc.).
 - iv. Other duties as directed by Shift Supervisors
2. Day Shift Patrol
 - i. Day Shift patrol personnel will concentrate on crime prevention using high visibility, community policing strategies, and identifying selective enforcement areas.
3. Night Shift Patrol
 - i. Night shift patrol personnel will concentrate on preventive patrol and aggressive patrol of selective enforcement areas, the security of business areas, as well as the residential areas of the community.

B. Calls for Service

1. While each possible call for service cannot be contained within policy, the following general guidelines are listed to provide response guidance. Further guidance can be obtained within the Emergency Operations Plan (EOP).

C. ROUTINE, URGENT, EMERGENCY RESPONSES

1. Public Safety Vehicles shall be properly equipped with a siren and such devices used in response to an emergency call or immediate pursuit of an actual or suspected violator of the law.
2. Public Safety Vehicles, when responding to emergency calls with emergency equipment, are exempt from speed limitations.
3. Public Safety Vehicles, when responding to an emergency call may proceed cautiously past red lights or stop signs with due regard for the safety of all persons using the street or highway.
4. No statute or policy relieves the driver of a public safety vehicle from the duty to drive with due regard for the safety of all persons and property upon the highway.
5. Safe driving is a matter of personal practice which involves the development of a positive mental attitude toward driving and good daily driving habits. Police vehicle operations are governed by the nature of the call or emergency, traffic conditions, and the duty to drive with due regard for the safety of all persons using the streets or highways.
6. **Routine and urgent calls**, shall be answered without emergency lights and siren, obeying all traffic regulations, unless otherwise designated.
7. Officers shall respond to routine and urgent calls without delay, proceeding directly to the call by the most expedient route without the use of emergency equipment, unless the officer or supervisor, based on the nature of the call, personal knowledge, or any other mitigating circumstance, feels that an immediate response is warranted, in which case officers are authorized to notify the CDC and respond with emergency equipment.
8. Officers shall respond to routine calls in a timely manner so as not to keep a complainant waiting for an unreasonable length of time.
9. **All emergency calls** shall be answered with emergency lights and siren to warn vehicular and pedestrian traffic, unless directed otherwise. These calls require a fast response by police officers to a given situation and officers will proceed directly and in a safe manner to the call by the most expedient route, and under normal circumstances will have their emergency lights and siren in operation to facilitate and expedite their response.
10. Officers shall use emergency warning equipment in accordance with the applicable statutes, ordinances, general orders or when specifically authorized to do so by a supervisor. Telecommunications assigning officers to respond to emergency calls may downgrade a response based on updated pertinent information.
11. The siren and/or air horn shall be used simultaneously with the emergency lights when responding to emergency calls. The siren may also be used to signal violators to drive to the right of the road when other means of attracting the violator's attention have failed.
12. A supervisor may request units to respond with an emergency response to any type of emergency call or may advise responding units to cancel their emergency

response to any situation. Officers will immediately terminate emergency vehicle operation when advised to do so by a supervisor.

13. The operation of a vehicle with emergency lights and sirens requires the right-of-way be granted by other vehicles and pedestrians but does not relieve the operator of the emergency vehicle from the duty to drive with due regard for the safety of all persons using the street or highway.
14. Officers shall not respond to emergency calls when they are transporting any non-police personnel, unless that person has signed a Citizens Observation Form.
15. Officers **may disregard parking regulations**, which would apply under normal circumstances, especially to protect accident scenes, injured persons, or officers directing traffic when emergency lights are left on. Officers should be careful not to block access to fire hydrants and driveways.
16. Officers responding to an emergency should advise radio communications when they initiate emergency response, giving the supervisor time to evaluate the location and number of officers responding.
17. Officers shall use emergency lights to signal other drivers:
 - i. When **responding to an emergency** (in conjunction with siren and headlights);
 - ii. When **stopping a traffic violator**;
 - iii. When **assisting motorists** parked/stopped in hazardous locations;
 - iv. Any time the patrol vehicle is **stopped/parked on the roadway** (unless legally parked)
18. Each officer will be assigned a radio call number. The call number will be used to identify the officer when using the radio or when being called.
19. If the need arises for any one assignment of officers to utilize a channel for a specific task, then the Shift Supervisor will request the Consolidated Dispatch Center (CDC) to designate a channel for this purpose. The CDC will notify uninvolved patrol officers that the particular channel is being utilized and they should avoid using it.
20. Calls for service coming into the CDC will be prioritized by the standards set forth by the CDC standard operation procedures. The radio dispatcher will dispatch calls for service by priority. The dispatcher will not fail to dispatch calls for service. When a conflict occurs or when two priority calls come in at the same time to the same patrol area officer, the radio dispatcher will contact the Shift Supervisor and advise him or her. The Shift Supervisor will make a determination of which calls to dispatch first, or he or she will shift the patrol personnel to handle the priority calls.
21. When the situation arises that dictates that an emergency response is necessary, the criteria set forth in the Department's Emergency Vehicle General Order and/or Vehicle Apprehension Pursuit General Order will be adhered to whether the call originates from the CDC or is self-initiated by an officer.
22. When a call for service is dispatched, personnel in the patrol area in which the call is dispatched will handle the initial response and reports. If the patrol area officer

determines the crime or incident occurred in another patrol area and further patrol investigation is required, the responding officer will notify his or her Shift Supervisor as to where and in what patrol area the crime occurred. The Shift Supervisor will then determine whether the initial responding officer should continue the investigation or turn the follow-up investigation over to the officer assigned to the patrol area of the occurrence. The Shift Supervisor will then direct the responding officer to determine if:

- i. A crime has been committed.
 - ii. There were witnesses present.
 - iii. Follow-up investigation is required.
23. If the officer responding to the scene determines a need for the services of a specialized unit, the officer will notify the Shift Supervisor. The first officer responding to the location where the crime occurred will initiate a written report when appropriate, unless the Shift Supervisor designates another officer as the primary officer. Secondary officers assisting the primary officer and officers conducting follow-up investigations will prepare the appropriate supplemental report pertaining to the facts they discover.
24. During a traffic stop and/or motorist assist, officers will utilize their emergency equipment to signal the vehicle to stop in accordance with applicable State and County laws (Reference 66-7 NMSA 1978 and Section 38 Los Alamos Code). During the traffic stop, the officer will ensure the vehicle and patrol vehicle will be in a position to be of least exposure to danger from passing traffic and other hazards as possible. The emergency lights will be activated during the traffic stop for other responding units to easily locate the patrol vehicle and to warn traffic of a stopped vehicle in the vicinity. If necessary, the officer will utilize traffic cones, flares and other devices to warn on-coming motorists of hazards at the scene of a traffic stop, traffic accident, disabled motorist or any other roadway hazard that is obstructing traffic.
25. Any officer responding to a "call for service", making an arrest, engaged in a pursuit, assisting another department or agency, conducting a "field interview", traffic crashes, criminal investigation, dealing with any citizen concern(s), or other activity in connection with his or her Department duties and responsibilities will complete all required reports and forms and submit them for review by the end of their shift unless an extension is approved by their supervisor. See General Order 601.00 Records – Section III (as appropriate) and IV.B.
26. There are different situations that may require a ranking officer to assume command of a scene. The presence of a higher ranking officer does not in and of itself identify him or her as the scene commander. If a higher ranking officer assumes command of a scene, it shall be clearly communicated to all on-scene personnel. These may include but are not limited to:
- i. Bomb threats
 - ii. Suspicious Packages
 - iii. A multiple agency response
 - iv. Critical incidents
 - v. Officer involved injury

D. Field Interviews

1. A proactive field interview process performed by patrol officers may deprive potential offenders of some of their initiative in selecting the time, place and circumstances for the commission of crimes. The patrol officer will conduct field interviews with persons, who in the opinion of the officer, are in a place, at a time and under circumstances where a reasonable and prudent person would believe that the person is involved in or is about to be involved in criminal activity. Field interviews will be conducted in accordance with current law. Field interviews are not to be considered as criminal intelligence, and are to be treated as any investigative "lead."

E. Bar Checks

1. Personnel conducting bar checks at businesses licensed to sell and serve alcohol on premises will:
 - i. Utilize **two (2)** sworn personnel for any bar check or inspection.
 - ii. Notify the CDC when conducting a bar check. If while inside the bar, communication via portable radio, is impractical due to radio transmission or reception, noise level, or for any other reason, the officers will check in by phone or step outside to re-establish radio contact for a periodic well-being/safety check of the officers.
 - iii. Ensure that the business is in compliance with local, county and state laws.
 - iv. Make a visual inspection as to patrons meeting the age requirements to be in such businesses.
 - v. Conduct the inspection/check in a timely fashion. Do not stay an unnecessary extended period of time in any one establishment.
 - vi. Upon arrival at the location, make your presence known to the owner/manager, and be highly visible to the patrons without causing a disruption of business.
 - vii. With the exception of special assignments, routine bar checks will be performed by uniformed personnel.
 - viii. Unless specifically instructed, or by permission of the Shift Supervisor, no civilian ride-along or Explorer Scouts will be permitted to accompany uniformed personnel inside a liquor establishment, but will remain in the patrol vehicle at all times except in an emergency situation.

F. Unsecured Building

1. Whenever a premise is found unsecured it will be approached with caution until a determination upon investigation reveals the nature of the open premises.
2. Under no circumstances will an officer conduct a building search of the interior alone. Responding officers will insure that:
 - i. Whenever staffing permits, position at least two officers at diagonally opposite corners of the building, in a position to observe the roof and two sides.
 - ii. A minimum of two uniformed personnel will enter the building together, and remain in sight of each other at all times.
 - iii. Duty service weapons may be drawn.
 - iv. Business or homeowners/representatives, alarm company personnel, security guards, etc. remain outside during the initial search of the premises.

- v. Officers do not pass a door or office without clearing it. After clearing a particular area or room, when practical and conducive to officer safety, a light may be left on in that area.
 - vi. Upon completion of the search and the building is clear, and if required, the crime scene is processed; the owners/representatives may enter the premises.
3. The CDC will attempt to notify the premise's owner or authorized representative of the unsecured building at the direction of the on scene officer.
 4. If no one can be located, or if the owner elects not to respond, the premises will be secured, if possible, and a crime alert card left in the business in a conspicuous location. A case/information report will be completed, if applicable.

G. Domestic/Neighborhood Disturbance Calls

1. Personnel handling such calls will exercise caution and adhere to the following:
 - i. A primary patrol area unit and a backup unit respond.
 - ii. If the disturbance is of a domestic nature follow the guidelines set forth in the Department's Domestic Violence General Order.
 - iii. Upon arrival at the scene observe the surrounding area for signs of the nature of the disturbance and approach with caution.
 - iv. Upon initial approach to a call of this nature, avoid standing in front of any closed door or window.
 - v. Separate the participants and identify the problem. Be aware of the potential for violence.
 - vi. As soon as the scene is secure, seek immediate medical attention for injured parties.
 - vii. Notify the CDC of your status as soon as possible.
 - viii. Do not take sides, be a concerned impartial mediator.

H. Disturbances with Weapons Involved

1. When responding to an armed disturbance, the following information will be determined from the CDC when available:
 - i. A description of the premises or area, to include vehicles.
 - ii. Location of person(s) alleged to be armed (e.g., bedroom, front yard, etc.).
 - iii. Number of persons involved.
 - iv. Type of weapon(s) involved.
 - v. Location of complainant.
2. Officers arriving on the scene should park a safe distance from the scene and approach on foot. The first officer on the scene should wait for a backup unit before approaching the scene unless the emergency dictates otherwise.
3. When approaching, officers should be aware of the potential hazards. All vehicles should be checked for occupants and places of possible concealment should be watched closely, such as storage sheds, thick shrubs, etc.
4. The subject should be contacted by telephone and asked to come outside whenever possible. When telephone contact is not possible or practical, officers should knock on the front door and identify themselves. The vehicle P.A. system

may be used to call the subject(s) outside. If an armed subject refuses to answer and/or come outside, the Shift Supervisor should be notified.

5. Once contact is made with the subject involved, he or she will be disarmed, patted down and a search of the immediate area conducted. The parties involved should be separated. As applicable, weapons may be seized as evidence for safekeeping.

I. In-Progress Bank Robbery Alarm Responses

1. Upon receipt of a bank alarm, the CDC will dispatch a minimum of two officers in accordance with the bank response plan. The first two units to arrive will coordinate their respective positions of cover/concealment and request that the CDC personnel telephone the bank to determine the situation inside.
2. If a robbery has occurred and the suspect has fled, CDC personnel will ask for a bank officer to step outside and meet with the officer.
3. If no response is obtained from the bank, the first officer on the scene will standby for additional units maintaining a position of cover and concealment.
4. If a bank employee or alarm company employee calls back indicating a false alarm, a patrol unit will continue to respond for verification. The officer should have CDC personnel contact the bank by phone and have an employee step outside to verify the false alarm.

J. Reckless Driving Complaint

1. When investigating reckless driving complaints, an area check should be made for the offending driver and vehicle. If located and the responding officer has reasonable suspicion to stop the vehicle, the driver should be identified, the nature of the complaint explained, and appropriate enforcement action taken to avoid a repetition of the incident.
2. When the complaint is of the nature of a constant hazard, cars speeding through school zones, a particular person/vehicle speeding through a specific area and a specific time, then the officer should respond to the area and verify that the reckless activity is not currently in progress. The officer should then put in a request for extra patrols in the area for the time and place of occurrence. The complaint and designated patrol area information should be passed on to the other officers assigned to this patrol area.

K. Loud Noise/Loud Party Complaint

1. When investigating noise complaints the officer should investigate for violation of state or county ordinance.

L. Business/Bar Disturbance

1. When investigating a business/bar disturbance, officers will direct efforts toward restoring order. All victim/witnesses should be located, and separated, interviewed, and the following will be determined:
 - i. The extent of injuries, if any. (Medical attention, if necessary)

- ii. Were violations of the law committed?
- iii. Will it be necessary to obtain witness statements?
- iv. Do any of the persons involved in the disturbance have active warrants?
- v. As nearly as possible, attempt to ensure that the disturbance is resolved so as to prevent a recall.
- vi. If recalled to the scene, consideration of aggressive enforcement action should be considered and/or implemented.

M. Bomb Threats

1. The receiver of a bomb threat will:
 - i. When received by the CDC, ascertain from the caller as accurately as possible, the following information:
 - a. When is the bomb going to explode?
 - b. Where is it right now?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Did you place the bomb?
 - g. Why?
 - h. What is your address?
 - i. What is your name?
 - ii. The dispatcher should attempt to record the exact wording of the threat and attempt to ascertain from the caller or by voice characteristics:
 - a. The sex of the caller.
 - b. Race.
 - c. Age.
 - d. The length of the call.
 - e. The phone number that the call was called into.
 - f. The phone number from where the call originated (caller ID).
 - g. The time the call was received.
 - h. The date.
 - i. Background noise.
 - iii. The dispatcher should immediately notify the Shift Supervisor and the patrol area officer. The Shift Supervisor will implement the Incident Command System and assume the role of Incident Commander.
2. The Shift Supervisor and primary responding officer(s) will:
 - i. Refrain from utilizing radios, cellular phones or similar devices within a minimum of 500 feet from the suspected scene.
 - ii. Secure the area until the Shift Supervisor and support personnel determine how the situation will be investigated.
 - iii. Coordinate with managers of area or building where threat has been directed and have them coordinate a search of the area for items that may be deemed suspicious to them.
 - iv. If a suspected device or a suspicious item/package is located, a minimum evacuation distance of 300 feet (from the object) should be obtained.

- v. No suspected device will be handled or in any way disturbed by any personnel other than Bomb Squad personnel.
- vi. Responding personnel must be aware of the potential for secondary devices that may have been placed at the scene targeting first responders.
- vii. The responding officer will initiate a written report if requested by, and under the direction of Bomb Squad personnel.
- viii. In the event a person has brought a device to the police station, direct and assist them in placing the device down. Depending upon the circumstances, the building may need to be evacuated. The area is to be secured and the Bomb Team shall respond.

N. Telephone Harassment and Threats

- 1. When a complaint is received by telephone threatening to do bodily injury and/or death to a person, an officer will be dispatched to meet with the complainant/victim.
- 2. In all cases the complainant/victim will be advised to keep a log of all calls of the nature complained about. The responding officer will provide the victim/complainant with the case number or call for a service number (whichever is appropriate) of the incident for future reference.

O. Person Falling from a Cliff

- 1. When an officer is dispatched to a call of a person who has fallen off a cliff, the Shift Supervisor will be made aware of the incident at the same time. The CDC will notify the proper medical and rescue personnel to respond to the scene.
- 2. The Shift Supervisor, or his or her designee, will:
 - i. Determine if there is a necessity to notify the on-duty/on-call Investigations Unit Detective.
 - ii. When an incident occurs at a location under the supervision of a non-public area (i.e., Los Alamos National Laboratory, private residence, etc.), an effort will be made to contact the owner/representative to have them present to assist in access to the area(s) necessary to perform rescues/recoveries.
 - iii. Set up a temporary command post when appropriate. (for extended searches).
 - iv. Set up a perimeter, when necessary, to keep the media and curious spectators from interfering with operations.
 - v. Coordinate with other agencies involved.
 - vi. Keep sworn Division Commanders updated.

P. Barricaded Persons / Hostage Situations

- 1. The following guidelines for handling barricaded persons and hostage situations should be followed as closely as possible:
- 2. Immediate considerations:
 - i. The CDC will contact the Shift Supervisor and patrol area officer. The responding officer will confirm the existence of the emergency as soon as possible.

- ii. If an officer is at the scene and a barricaded person/hostage situation develops, the officer will contact the CDC immediately, and the Shift Supervisor will be notified by the CDC as soon as possible. The Shift Supervisor will request the appropriate Command Staff notification.
- iii. Every reasonable attempt will be made to contain the person and control the situation and set up a perimeter to contain the person and prevent citizens from coming into immediate danger.
- iv. When possible, to safely evacuate non-essential personnel and citizens to a safe distance from the scene. This may include the evacuation of injured persons, nearby bystanders, vehicular traffic, businesses, schools, churches, etc.
- v. The Shift Supervisor, based on the duration of the incident and potential hazards/dangers, will ensure that an outer and inner perimeter is established. Consider the deployment of personnel, positioning them without the possibility of placing them in a crossfire situation
- vi. The media and citizens will not be allowed to cross the outer perimeter without the authority of the Shift Supervisor in charge. All media representatives will be referred to the officer/supervisor/commander assigned to media relations for updates on the incident.
- vii. Consideration will be given to citizens who may be of assistance (family members, friends, religious leaders, doctors, etc.). This determination will only be made by the Shift Supervisor in charge.
- viii. The Shift Supervisor, or his or her designee, will determine the necessity for additional support units. The Shift Supervisor, or his or her designee, will notify the CDC to dispatch the appropriate support units or other additional officers as necessary. The Shift Supervisor in charge will consider the need for the standby status of an ambulance, fire-rescue, etc.
- ix. When appropriate, the Shift Supervisor, or his or her designee, will set up a temporary command post outside the perimeter and secure a radio channel dedicated to this operation.
- x. No aggressive action or attempts at a confrontation will be taken unless there is an immediate threat of danger to Department personnel or citizens and reactive force is necessary. The primary objective will be the control and containment of the situation until a command officer is on scene and takes command of the situation.

3. Tactical Considerations

- i. Determine the probable location of the person(s).
- ii. Determine the type(s) of weapons available to the person(s).
- iii. Determine the best location for establishing a command post.
- iv. Provide for access routes to and from the scene of the command post.
- v. Provide for the availability of vehicle apprehension units and surveillance vehicles and for the control of potential travel and/or escape routes.

4. Other Considerations

- i. Notify the Operations Division Commander.
- ii. Notify Crisis Negotiator.
- iii. Notify the Investigations Unit.
- iv. Ensure that all personnel on the scene are briefed. Maintain communications with all personnel at the scene.
- v. Identify, isolate and maintain custody of all witnesses.
- vi. Determine if a crime has been committed.
- vii. Ensure that officers' vehicle keys are available in the event their vehicles need to be moved.
- viii. If a school is near the affected area, a Shift Supervisor, or designee, will notify the school authorities so they may direct the students to a safe location until the crisis is over or the threat potential is neutralized. This is to be accomplished in person, by a uniformed officer when practical.
- ix. If students leaving school will impact the affected area, school authorities will be instructed to hold students when the route home is considered unsafe. The school authorities may utilize an alternate route to evacuate the students.
- x. If it is anticipated that the situation might continue for an extended duration, plan for relief officers. Set up an assembly area for the officers to take breaks, attend to personal necessities, meals, etc.

Q. Escape from the Los Alamos County Detention Center

1. There are basically two (2) types of escapes from detention facilities:
 - i. Escape from a secure facility
 - ii. Walk away from work groups outside secure facilities
2. Escapes (Ref. Los Alamos Detention Policy Manual No. 5, Security and Control) and General Order 31400 – Security and Control.
 - i. The initial responding officer will:
 - a. Ensure that the Patrol Shift Supervisor is immediately notified
 - b. Meet the detention personnel at the Detention Center or at the location where the escape occurred.
 - c. Ensure that backup officers respond to create a perimeter.
 - d. Ascertain if the corrections personnel instituted a "lock down."
 - e. Ascertain that the corrections personnel conducted a "roll call."
 - f. Determine how many inmates are involved.
 - g. Obtain current photograph(s) of missing inmate(s).
 - h. Obtain information for a "BOLO" and contact the CDC for dissemination of the "BOLO" to surrounding agencies.
 - ii. The Patrol Shift Supervisor will:
 - a. Notify appropriate Command Staff.
 - b. Coordinate the establishment of the outer perimeter.
 - c. Coordinate communications and cooperation with corrections personnel.
 - d. Corrections personnel will:
 - e. Ensure that a thorough search is made of the facility.
 - f. Maintain the inner perimeter.

- g. Provide all information to include photographs, addresses or relatives, any other pertinent biographical data of the escapee.

R. Escape During Transport

1. In the event that inmate/prisoner escapes during a transport, the following procedures are to be followed immediately:
 - i. The transport officer(s) should exhaust all efforts to immediately apprehend the escapee.
 - ii. Transport officer(s) will maintain security of any other inmates/prisoners in their custody.
 - iii. Transport officers will contact the CDC and advise of the situation and location.
 - iv. CDC personnel will notify the shift supervisor or the Operations Commander who shall direct any further notifications.
 - v. The CDC will notify all local law enforcement agencies and the State Police in the area of the escape.
 - vi. The CDC will provide a full description of the escapee(s), photographs, and any information that may be useful in the search and apprehension of the escapee(s) to agencies assisting in the incident.
 - vii. The Staff Service Bureau Commander or his or her designee will notify the media of the escape and provide a full description of the escapee(s), photographs, and any additional information that may helpful in apprehending the escapee(s).
 - viii. The transport officer(s) will complete a thorough Incident Report detailing the escape immediately upon return to the Department. Such report shall be submitted to the on-duty shift supervisor or Operations Bureau Commander prior to going off-duty.
 - ix. The on-duty supervisor or Operations Bureau Commander will initiate an investigation into the circumstances and cause of the escape and forward a report to Chief of Police as soon as possible

S. 911 Calls

1. Officers will respond to 911 calls regardless of the nature, unless directed otherwise by a Patrol Shift Supervisor. A minimum of two officers will be involved in the initial response to all 911 hang up calls or to any 911 calls that have a potential for being serious, suspicious or dangerous, or if the nature of the call is unknown.

Approved by:



Dino Sgambellone
Chief of Police

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203.00 Criminal Investigations			
Effective Date:	Jan 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.02.01, 02, 03, 04, 06, OPR.03.01, 02, 03, 04, 06		

I. PURPOSE

The Criminal Investigation Section's goal is to thoroughly investigate reported criminal offenses and arrest persons responsible for the commission of these crimes. Officers assigned to the Criminal Investigation Section are non-uniformed personnel who investigate case reports, obtain arrest warrants, search warrants, make arrests of defendants, and prepare other documents that are required for completion of assignments and presentation to the proper prosecuting authority.

II. POLICY

It is the policy of the Los Alamos County Police Department to thoroughly investigate all crimes.

III. DEFINITIONS

See particular sections below.

IV. PROCEDURES

A. PRELIMINARY/FOLLOW-UP INVESTIGATIONS

1. During an investigation the officer should observe all conditions, events and remarks as well as locate and identify suspects, victims, witnesses, identify and protect crime scenes and arrange for collection of evidence.
2. The investigator will gather facts and evidence at the scene by the use of department equipment through interviews and interrogations in an effort to establish circumstances and the perpetrator of the crime.
3. Investigators will interview witnesses, complainants, suspects, and victims and others who could have knowledge of a crime. These persons can be re-contacted and re-interviewed if it is believed to be necessary and advantageous to the investigation.
4. Once a crime has been reported to the Los Alamos Police Department a preliminary investigation will begin. A preliminary investigation is the initial report of an offense. Patrol officers shall normally conduct preliminary investigations of criminal offenses. They will routinely be assigned to conduct follow-up investigations in order to increase their effectiveness, and to enhance their role, and to provide specialized investigators more time to concentrate on complex investigations.

5. The officer will evaluate the offense to determine whether the case can be investigated or solved and should consider solvability factors and the following criteria before proceeding with the follow-up investigation.
 - i. The officer will determine if geographic barriers will hinder his or her investigation (can the officer go where he or she needs to in order to investigate the crime).
 - ii. The officer will determine if he or she has the expertise or experience to investigate the crime.
 - iii. The officer will determine if he or she has or will be allotted sufficient time to investigate the crime.
6. If any of the above factors pose a hindrance to the investigation, the case should be reported and referred to the Detective Section. This is not intended to preclude the officer from conducting preliminary interviews, from obtaining witness statements, from securing and/or collecting evidence at a crime scene, or from conducting any other necessary preliminary investigative activities.
7. If the above factors can be met and the case has been determined as one that can be further investigated and/or solved, the reporting officer will be the assigned investigator for the case. Officers will be encouraged to follow cases through to closure.
8. If the officer is going to work the case or if the case is assigned to the officer by a supervisor, the Detective Sergeant must be notified that the case is being worked by the officer.
9. The officer should make a copy of any paperwork needed to continue the preliminary or follow-up investigation and open a case jacket in Records if the case creates more paperwork than normally is attached to a General Offense Report.
10. The officer will document any additional investigative activities conducted by completing a supplemental investigation report.
11. During the investigation, the officer should observe all conditions, events and remarks, as well as locate and identify any witnesses.
12. Investigations and information obtained will follow guidelines set forth in New Mexico State statutes dealing with criminal law, criminal procedure and accessibility to various records keeping systems. Case law established by New Mexico and Federal courts applies to all investigations.
13. When questions arise on legal procedures, investigators should consult with supervisors and the District Attorney's Office for appropriate guidance.

B. CASE SCREENING

1. Cases, except those closed by the original investigating officer, are classified as "pending further investigation." Cases pending investigation remain in this status until such time that an alternate classification has been assigned. The progress of follow-up investigations shall be periodically evaluated by the Detective Section Sergeant

and each Patrol Team Sergeant if case investigations should be suspended or re-assigned. These supervisors will conduct this periodic evaluation on at least a monthly basis.

2. The Investigations Supervisor or his designee, who is assigned responsibility to screen cases, shall issue cases to investigators based upon solvability factors.
 - i. A decision shall be made by the supervisor whether to assign a case for investigation or change the status to "not assigned." This decision is generally based on minimum solvability factors.
 - ii. Solvability factors should assist supervisors in maximizing available resources in the investigation of potentially solvable cases and cases of more serious nature.
3. Solvability factors are considered based upon the following criteria:
 - i. Complainant does not wish to prosecute.
 - ii. Suspect arrested.
 - iii. Suspect named/identified/location known.
 - iv. Suspect vehicle information known/described.
 - v. Persons or major crime(s) against person/property having substantial loss.
 - vi. Traceable property taken.
 - vii. Witness to the offense.
 - viii. Evaluation of evidence.

C. ON SCENE INVESTIGATIONS

1. Once an investigator has been called to the location for a preliminary investigation, he or she is responsible for the following:
 - i. The investigator will take responsibility of the scene when asked to respond to a location. The first arriving investigator will take into consideration their own safety and the safety of others when arriving at a crime scene. Once established that there is no danger to themselves or others, the scene may be secured with no additional officers, investigators or supervisors passing beyond the established perimeter of the scene, unless absolutely necessary. A log will be kept on record of personnel entering the crime scene.
 - ii. The investigator will gather facts and evidence at the scene and interview or interrogate suspects and witnesses, in an effort to establish the circumstances and perpetrator of the crime.
 - iii. All evidence collected will be properly tagged and placed into evidence or temporary storage locker for later processing before completion of duty that day.
 - iv. If an arrest is made, the primary officer or the investigator will file an affidavit and/or criminal complaint to be attached to all arrest reports of the defendant. Supplemental reports will be completed and turned in for review.

- v. The investigator will review and analyze all reports and complaints prepared by other officers involved in the investigation of the case during the preliminary investigation.

D. FOLLOW-UP INVESTIGATIONS

1. Follow-up investigations are those that go beyond the scope of preliminary investigations. Included are following-up on information that may lead to the identification and arrest of a suspect, property recovery and/or clearance of a reported offense. In most cases an investigator conducts follow-up investigations. These investigations should be conducted in accordance with applicable department procedures.
2. Cases will be assigned to the investigator by the Investigations Supervisor or his designee responsible for distribution. This distribution will be made as equitably as possible.
3. Once assigned a case, the investigator will analyze all reports prepared in the preliminary investigation:
 - i. The investigator will seek additional information by contacting uniformed officers, and re-contacting victims, witnesses, complainants or informants and prepare case files.
 - ii. The investigator may complete a neighborhood canvass, if one was not done during the preliminary investigation. The canvass may be done in person or by telephone and completed as soon as possible.
 - iii. Conduct additional interviews and interrogations.
 - iv. Review applicable department records:
 - a. Arrest records/criminal history of suspects.
 - b. Jail logs.
 - c. Field interrogation cards.
 - d. Pawn shop tickets.
 - e. Computer records.
 - f. Intelligence information.
 - v. Submit evidence for laboratory analysis and review the results upon completion. Submit fingerprint comparisons on suspects.
 - vi. Plan, organize and conduct necessary searches.
 - vii. Collect and submit for processing any additional physical evidence.
 - viii. Identify suspects, have composite pictures made, and provide photographic and/or physical lineups for victims and witnesses.
 - ix. Disseminate suspect information to proper department personnel, other appropriate agencies and the general public as necessary.

- x. Prepare arrests warrants and/or search warrants as necessary.
- xi. Locate, arrest and question suspects. Attempt to determine suspect's involvement in other crimes.
- xii. Prepare the case report for presentation to the District Attorney's Office or other appropriate authority. Present all related documentation and physical evidence in court proceedings.
- xiii. Assist the prosecuting attorney as needed. It shall be the responsibility of the assigned investigator to properly channel all pertinent case information when required to proper personnel and/or other assisting agencies.

E. DEVELOPMENT OF INFORMATION

1. During a criminal investigation information should be developed through a variety of accepted methods.
2. Witnesses, victims, and others who could have knowledge of a crime can be interviewed. These persons can be re-contacted and re-interviewed if it is believed to be necessary and advantageous to the investigation.
3. Criminal history, intelligence, background investigations and informational records maintained by the Department may be reviewed to obtain information on suspects and offenses.
4. Records and files maintained outside the Department may be accessed to obtain information on suspects, victims, or other persons involved in a case. These sources may include but are not limited to:
 - i. Pawn shop files.
 - ii. Driver's license files.
 - iii. Vehicle registration files.
 - iv. Outside law enforcement agency files.
 - v. Social Service/probation service files.
 - vi. Public utility files.
 - vii. Crime Stoppers programs.
 - viii. Suspects or arrested persons in reference to an offense.
5. Surveillance may be conducted on suspects or at potential offense sites.
6. Undercover officers may be utilized to gain information from suspects. Sting operations and reversals may also be used to gain information.
7. Interview with inmates may be conducted to gain information.

F. CASE FILE MANAGEMENT

1. Each investigator will maintain working files. All working files from January to December of that year and cases that have low or zero solvability factors will be removed from active status and turned in to records section.

2. Cases which have a possibility to be solved will remain in the investigative section. Each investigator will be required to store all case files assigned in a secure location within the section. A case status log will be maintained by Investigative Section.
3. The Investigations Supervisor or his or her designee is the coordinator on each case assigned to the investigation section. He or she is responsible to assign cases to the appropriate investigator. All Patrol Team supervisors and the Investigations supervisor shall review all cases for their subordinates at a minimum once every thirty days.
4. All police reports which are generated by the investigative unit and will be maintained either in investigations or by records section and will only be destroyed according to retention schedule guidelines of the State of New Mexico Pursuant to New Mexico State Statutes. Purging of all inactive files will be the responsibility of the records manager or his designee and they shall comply with the public records retention schedule.

G. CASE ASSIGNMENT

1. The Los Alamos Police Department will assign felony reports and misdemeanor reports with a high solvability factor for follow-up investigation.
2. Cases assigned for investigation will be made by the Investigations Supervisor or his designee.
3. Cases which are assigned are noted in the in the RMS system.
4. The investigator will be responsible for coordination of the investigation and seeing that all information is compiled and properly channeled.

H. SCHEDULING

1. Investigators working within the Criminal Investigation unit will be assigned day shift. The number of personnel and hours worked will be designated according to necessity as seen by the Operations Bureau Commander.
2. Investigations personnel are generally classified as non-essential. As such, they do not ordinarily work on holidays. The Chief of Police or his or her designee may approve personnel to work on holidays.
3. Investigators will be encouraged to periodically attend patrol briefings. This should enhance relationships and provides a method for the exchange of information.
4. Non-duty hours call out will be based on active case load and expertise in certain areas. Investigators will be issued department cell phones to ensure that access to an investigator is available.
5. If the Investigations Supervisor cannot be contacted, the Senior Investigator will be notified.
6. Investigators are expected to work other than a normal 8-hour work day, depending upon case assignment and the needs of the section and the department.

I. INFORMANT

1. A person providing information in good faith who provides confidential information about another person who is suspected of violating some criminal statute.
2. A person who habitually associates with suspected criminals and provides information to a law enforcement officer for compensation, some other consideration or personal motivation; or
3. A person who sometimes obtains information at the direction of a police officer as an agent of that officer.

J. WITNESS

1. A person whose testimony is desired on any proceeding or investigation by a grand jury, prosecution or proceeding.

K. JUVENILE

1. Juveniles may be used as a witness to an incident; however the use of juveniles as paid informants is discouraged due to the inherent problems associated. Any use of a juvenile informant requires the prior knowledge of the District Attorney's Office and Chief of Police.

L. CONFIDENTIAL INFORMANT FILE

1. A master file on all informants is maintained by the Detective Sergeant. This investigator is responsible for the security of and restricted access to, these files. The effective use of confidential sources by the Department of Police is a critical asset to law enforcement.
2. When individuals indicate a willingness to cooperate with the Department as a confidential source and may be compensated for their cooperation, or the need exists to maintain their confidentiality, they will be processed as a confidential source.
3. The first step is the assignment of a primary and secondary Control Officer. The Control Officer is the employee who has primary authority to contact the confidential source. The secondary Control Officer is aware of the facts and circumstance associated with the source and may be needed to contact the source in the absence of the primary Control Officer.
4. The process begins with a debriefing of the source and completion of two forms required to assign a confidential number to the source unique only to this source. During the debriefing, the Control Officer shall interview the source as to ALL information he or she may have relating to criminal activity. The Control Officer will complete the Confidential Operative Agreement and Source History Report. The confidential source will sign their legal name in the space provided on the Confidential Operative Agreement and ten additional times on the back of the form. This may be needed in the future during an audit process in the event the source is paid with confidential funds.

5. If the source is to be used in an operational capacity, the officers' Section Commander must review the Source History Report and Confidential Operative Agreement and at a minimum consider the following:
 - i. Type of crime being investigated.
 - ii. Source's criminal history.
 - iii. Source's history related to alcohol or drug abuse.
 - iv. Source's probation or parole status and restrictions.
 - v. Source's history of reliability.
 - vi. Source's work for other police agencies.
 - vii. Motivation of the source.
 - viii. Risk to the source's safety prior to approving the source.
6. During the registration and evaluation process, the supervisor approving the use of a confidential source should consider the following criteria to establish the necessity of utilizing this particular confidential source:
 - i. Is the person in a unique position to help the Department in a present or future investigation?
 - ii. How likely is it that the person will not compromise Department interests or activities?
 - iii. Will the person accept the direction necessary to effectively use his or her services?
 - iv. Is there any known history of prior unsatisfactory involvement as a confidential source?
7. If approved, the file shall be forwarded to the Detective Section for final registration and assignment of a control number if no such number already exists.
8. The Detective Section shall maintain all confidential source files in a master file with access limited to authorized Investigations Section personnel and Chief of Police. All original documentation must be forwarded to Investigations to be included in the source files.
9. When officers intend to conduct an investigation based on information supplied by an untested confidential source, a formerly reliable source with whom the officer has had no contact for a period of three months or longer; or a source who may be supplying information to another officer or agency; the officer shall check with the Investigative Section to ascertain the current status of the source. The source file must be reviewed and updated every six months if the source remains active.
10. Under NO circumstances will a confidential source be permitted to violate the law. Members of the Department will not intercede on the behalf of sources in order to preclude their arrest or to influence the disposition of pending arrest or the influence the disposition of pending criminal charges without the express permission of the their Supervisor, Bureau Commander and the Officer who filed the original charges unless approved by the Chief of Police. Sources may offer information in exchange for immunity from prosecution or for release from incarceration; however any such offers must be subject to approval by the Prosecutor responsible for prosecuting the offense.
11. Confidential sources shall be instructed to notify their Control Officer in the event they are the subject of law enforcement action including arrest. The Control Officer

- will then notify their immediate supervisor of the incident including a recommendation as to the individual's future value as a source. Failure to comply with this section may cause the source to be designated "Undesirable". The Department will provide full disclosure of the terms of any agreement with a cooperating witness to the defendant as determined by proper legal authority. See *Giglio v. United States*, 405 U.S. 150 (1972).
12. Criteria for classifying a source as undesirable can include:
 - i. The commission of an act which could endanger the life of a Police Officer;
 - ii. Revealing the identity of a Police Officer or another source to suspects, or in any other way compromising an official investigation;
 - iii. Attempting to use the Department to further criminal objective;
 - iv. Providing false or misleading information to any police agency;
 - v. Failing to report contact with juvenile targets;
 - vi. Engaging in criminal activity.
 13. Officers will not conduct investigations based solely upon information supplied by a Source designated as "Undesirable" unless approval is granted in writing by the Bureau Commander, Chief of Police or Prosecutor.
 14. Whenever sources are relegated to undesirable status, the Control Officer shall forward a written report to the Investigations Sergeant detailing the reasons. A copy of the letter along with the supervisor comments will be placed in the source file.
 15. The source file should contain:
 - i. Source History Report;
 - ii. Confidential Operative Agreement;
 - iii. Criminal history records;
 - iv. Code name(s) or number(s) for source;
 - v. A record of funds paid to the source ;
 - vi. A report and designation if the source is determined to be undesirable;
 - vii. Photograph.
 16. The Investigative Sergeant shall be responsible for the maintenance and security of the source file, master file and all related codes. Access to the source file is limited to the Investigative Section authorized personnel and the Chief of Police. The files shall be maintained in a separate and secured area from other files.
 17. The Investigative Sergeant shall be responsible for other methods to protect the identity of sources, such as changing codes periodically or maintaining a rotating system of identification, if needed. ALL names, codes or other identifications must be cross-indexed in the master file for specific sources. Assigned source codes shall contain the year initiated, followed by a control number.
 18. When a source is paid with government funds, the completed Confidential Funds Receipt shall be signed by the source and his or her control number who will also indicate the amount of money received, initialing both the front and back of the amount. The receipt shall then be signed by the officer dispersing the funds and at least one witness. When the presence of a witness is not possible, prior approval of the Control Officer's immediate supervisor is necessary prior to payment and a written report must be prepared documenting the event. The Confidential Funds

Receipt is then maintained the section responsible for the funds with mandatory supporting documentation (e.g. lab reports, confidential reports, receipts etc.). Each expenditure shall have a written report attached to the receipt explaining the cost and its association to the pending investigation.

19. Payment amount authorizations have been pre-determined up to those requiring the approval of the Chief of Police.

20. Precautions to be taken with sources generally include:

- i. Keeping accurate records and documentation.
- ii. Never provide a source with knowledge of specific police operations or activities.
- iii. Sources that are actively being used shall periodically undergo a record check.
- iv. The officer should pick the location for the meetings.
- v. Officers shall check sources for contraband to include their vehicles when engaged in covert operations.
- vi. Contact should be kept on a business level, particularly when dealing with a source of the opposite sex or one whose sexual preference may make an investigation more susceptible to compromise through alleged improprieties.
- vii. Officers must be aware of the CI's background, limitations, and motive. ALL contacts with CIs, including those where payments are made, should be done with two officers present. When this is not possible, a written notation should be made explaining why only one officer was present. Extra precautions should be taken when dealing with CIs of the opposite sex or those whose sexual preferences may compromise the credibility of an investigation. In all cases officers must be able to substantiate all information provided by the CI.

21. Juvenile Sources will normally not be used except in the most critical situations and then only with the explicit permission of the Bureau Commander or Chief of Police. The permission of a parent or guardian or Prosecutor must be obtained before a juvenile can be utilized as an operative in an investigation. This does not preclude the use of "information only" from juvenile sources.

M. CONTINGENCY FUND

1. This fund consists of monies that are allocated for the purchase of evidence, payments to informants, and payments to officers. Each investigator may request an allotment from which they may disperse within the scope of its designated use. This fund is designed to be used for the following:

- i. Purchase of evidence
 - a. This category is for the purchase of evidence and/or contraband such as narcotics and dangerous drugs, firearms stolen property, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime.
- ii. Payment to informant
 - a. This category includes the payment of monies to an informant for information concerning criminal activity. All other contingency fund

expenses are classified under payment for expenses related to criminal investigations listed in section C.

iii. Payment for expenses related to criminal investigations

- a. This category includes travel or transportation of an officer or an informant; the lease of an apartment, business front, or similar effects to create or establish the appearance of affluence; and/or meals, beverages, entertainment and similar expenses for undercover purposes, within reasonable limits. Monies paid for these purposes are not to be considered taxable income for the officers.

iv. Miscellaneous Expenses.

- a. This category covers any and all other expenses for the effective operations as designated by the Chief of Police.

N. RESPONSIBILITIES

1. The County of Los Alamos Finance Director is responsible for disbursement of funds from the contingency fund checkbook and maintains accurate accounting records. Funds shall be maintained in a secured area in the Criminal Investigation Section. Only the Criminal Investigators will have access to contingency funds within this section.
2. In order to provide a system of checks and balances, the Finance Director is responsible for an annual recap and summary of the disbursements and documentation of each investigator who receives contingency fund. Reports are compiled and submitted to the Chief of Police or designee.
3. Each investigator assigned to Criminal Investigations may receive monies to be used under the guidelines of this policy. They are required to account for this disbursement.
4. Any request for disbursement of funds should be made to the Investigations Supervisor or his designee.
5. A receipt book is maintained by the investigations supervisor.
6. The exchange of disbursed monies between investigators is acceptable only on a restricted basis. This should be done only on emergency situations and only with the approval of a supervisor.
7. Accounting records are maintained for each fiscal year which starts July 1 and concludes on June 30 of the next year. At the end of the fiscal year, the Investigations Supervisor/Finance Director gathers the funds from the investigations supervisor and balances the account. These records are bound and maintained for a minimum of seven calendar years.

O. INFORMANT PAYMENTS

1. Prior to making payment to an informant, an informant file should be prepared, and an informant number assigned.

2. The amount of payment should be commensurate with the value of services and/or information provided. Payments for information leading to a seizure, with no defendants, should be held to a minimum. Payments should be based on the following factors:
 - i. The level of the targeted individual, organization or operation.
 - ii. The amount of the actual or potential seizure.
 - iii. The significance of the contribution made by the informant to the desired objectives.
3. A receipt is required with the exact amount paid to and received by the informant. Cumulative or anticipatory receipts are not permitted.
4. Informants are required to acknowledge, by a signature, (a fictitious signature can be utilized but must be documented on the informant file accompanied by the informant's number) any payment made to them. There should be at least one other witness documented on the expense report.
5. As payments are made to an informant, the investigator is responsible for keeping accurate records.

P. MISCELLANEOUS PURCHASE

1. Stolen Property Purchases
 - i. Expenditures for the purchase of stolen property are handled in the same manner as narcotics purchases.
2. Other Expenditures
 - i. Expenditures for food, alcoholic and non-alcoholic beverages and other items which may be necessary must be accompanied by a receipt when possible and entered on the receipt book. The investigator's name, if applicable, case number or informant number should be placed on all receipts for miscellaneous investigative expenditures. The Investigations Supervisor or his designee verifies all expenditures on a monthly basis.

Q. APPROVAL, AUDIT AND REPORTS OF EXPENDITURES

1. The Investigations Supervisor or his designee must approve, in advance the following:
 - i. Drug or stolen property payments in excess of \$500,
 - ii. Single investigative expenses in excess of \$100, or
 - iii. Single informant payments in excess of \$250.
2. The Chief of Police must approve, in advance, payment to informants in excess of \$500.
3. The receiving investigator signs for any receipt of funds.
4. The Criminal Investigator maintains the file of disbursement reports.

5. A disbursement report accounting for the expenditure of funds from the previous disbursement and showing a current balance is submitted to the Investigations Supervisor or his designee for audit purposes bi-annually.

R. CONFIDENTIAL SOURCE

1. A confidential source is a person providing information to the police who believes that the information may or may not result in a criminal investigation. This information is provided with no compensation or consideration for personal motivation. Information received by a confidential source will be reviewed and acted upon in an appropriate investigative manner.

S. FLASH ROLL

1. The purpose of showing a drug trafficker money during an undercover operation is to assure him/her that the undercover officer is financially capable of purchasing the controlled substance being offered for sale. This practice is commonly referred to as a 'flash roll'. The following procedures will be adhered to when using a flash roll:
 - i. Any flash roll will be used under the direct supervision of a Criminal Investigator.
 - ii. Money used from the flash roll may be photo copied and submitted for evidence before using the money (only the serial numbers). This procedure may be used in the case of a search warrant or a 'buy-bust' investigation, among others.
 - iii. No portion of the flash roll should be loaned to any other agency without prior approval from the Chief's Office. When money is loaned to another agency, a representative of the Department accompanies the agency on the operation.
 - iv. Money used from the flash roll is returned to the bank within 24 hours of its use, when possible.
 - v. If the amount needed for the flash roll exceeds the available amount in the contingency fund, the Chief of Police may access additional funds for temporary use through the County of Los Alamos Finance Director and County Manager.

T. INVESTIGATING LOSS OF MONIES

1. Any loss of money, whether from the flash roll or from an investigator's allotment shall be reported immediately to the Chief's Office through the chain of command and a detailed written memorandum submitted.
2. An appropriate investigation shall be conducted by the Investigations Supervisor or his designee as required by the circumstances of the incident which may result in an Internal Affairs investigation.
3. Reimbursement to an investigator will be made on a case-by-case basis.

U. FORFEITURES OF SEIZED PROPERTY

1. Seized property that is subject to forfeiture is pursued in accordance to federal and state law.
2. Forfeiture cases are filed through the District Court. Forfeiture documents are completed by the assigned investigator and filed by the County Attorney's Office.
3. The completed forfeiture documents are submitted for supervisory approval. A copy is maintained with the case report while the original is submitted to the District Attorney.
4. The seized property is held by the Evidence Custodian of the police department pending final disposition by the court.

V. INVESTIGATIONS

1. Homicide Investigations

- i. Any death of suspicious nature shall be considered a homicide until such evidence indicates differently.
- ii. The first arriving officer/investigator will establish that the victim is in fact deceased with the aid of emergency services personnel. He will take into consideration his own safety and the safety of others when arriving at such a scene. Once established that there is no danger to himself or others, the scene will be secured with no additional officers, investigators or supervisors passing beyond the established perimeter of the scene, unless absolutely necessary. As soon as practical a crime scene log will be established, documenting the entrance and exit times of all personnel into and out of the crime scene.
- iii. The identity of the victim will be made as soon as possible.
- iv. A determination of the location of the original crime scene, if other than where the body is located will be made.
- v. The Office of the Medical Examiner will be notified as soon as possible for response to the location of the body. Determination as to the time of death, through medical examination made as soon as possible.
- vi. Determine the means of death.
- vii. Develop information about the case from:
 - a. Background and activities of the victim.
 - b. Information on last hours of the victim.
 - c. Follow-up on any vehicle information.
 - d. Injured suspects.
 - e. Witnesses/informants, interview of persons with knowledge of the victim's activities and with access to the premises of the crime.
 - f. Weapon(s) used.
 - g. Connections with other crimes.
 - h. Motive.

- i. Opportunity, including known persons at the scene and persons believed to have been at the scene.
- viii. Examine evidence.
- ix. Exonerate innocent suspects.
- x. Develop exculpatory evidence to include:
 - a. Alibi.
 - b. Self-defense.
 - c. Intent
 - d. Mental state
 - e. Sobriety.
 - f. Criminal record of the suspect/victim.
 - g. Criminal and mental records of victim, offender and witnesses.
- xi. Coordinate with appropriate agencies for traumatized family members/witnesses.
- xii. Complete all applicable general investigative procedures.
- xiii. The investigator will be in charge of coordination of all aspects of the investigation including but not limited to:
 - a. Crime scene(s) processing
 - b. Interview(s) and interrogations
 - c. Evidence collecting and recording
 - d. Follow-up investigations and assignments

2. Sexual Assault Investigations

- i. In most cases investigations on sexual assault cases will be conducted by an investigator. These investigations shall be conducted in accordance with applicable departmental procedures. Patrol officers shall respond to the initial call for service and document incident in report. The responding patrol officer will contact an investigator for each sexual assault case. Investigator will then make the determination if he is responding to the scene.
- ii. Obtain consent to search or have evidentiary search warrant for the body fluids and hair, and have these items collected from the victim.
- iii. If the suspect is identified, obtain consent to search or an evidentiary search warrant issued for body fluids and hair, and have these items collected.
- iv. Ensure that all physical evidence is properly analyzed by the appropriate laboratory.
- v. If the suspect is not known, have a composite picture made of the suspect from descriptions of victims or witnesses.
- vi. Consider a polygraph for the victim or suspect.

- vii. Notify and coordinate with appropriate agencies if the victim is a child and the suspect has access to the child.
- viii. Coordinate with victim-witness assistance agencies for traumatized persons.
- ix. Complete all applicable general investigative procedures.

3. Burglary/Theft Investigations

- i. In most cases investigations on burglary/thefts will be conducted by a patrol officer with follow-up by the investigative section if necessary. These investigations will be conducted in accordance with applicable departmental procedures.
- ii. Ensure that all stolen property meeting established criteria is entered in the NCIC and local computers.
- iii. Ensure the prompt removal of items upon recovery from NCIC.
- iv. Develop methods and means to identify suspects, make arrests, and file cases.
- v. Develop informants with information for location and recovery of stolen property and to identify suspects.
- vi. Develop intelligence information on known suspects and their activities.
- vii. Contact other law enforcement agencies having similar offenses to coordinate investigative efforts and share intelligence.
- viii. Consider polygraph examinations for victims/suspects.
- ix. Complete all applicable general investigation procedures.

4. Forgeries

- i. In most cases investigations on forgeries will be conducted by an investigator. These investigations shall be conducted in accordance with applicable departmental procedures. Patrol officers shall respond to the initial call for service and document incident in report.
- ii. Confirm that forged instruments and copies of forgery affidavits are obtained and properly logged into evidence.
- iii. Contact the person accepting the forgery to verify that the alleged document is the one that was actually presented, and information of suspects are obtained.
- iv. Contact the account holder to verify information and to determine any additional information that would be pertinent to the investigation.
- v. Complete all applicable general investigation procedures.

5. Auto Thefts

- i. In most cases investigations on auto thefts will be conducted by a patrol officer and followed-up by the investigative section if necessary. These investigations shall be conducted in accordance with applicable department procedures.
- ii. Develop informants with information for the location and recovery of stolen vehicles, vehicle parts and to identify suspects.
- iii. Physically locate, remove, and seize any stolen vehicles, vehicle parts discovered during an investigation.
- iv. Contact other law enforcement agencies having similar offenses to coordinate investigative efforts and share intelligence.
- v. Complete all applicable general investigation guidelines.

6. Major Crime Scene

- i. At a major crime scene, the following steps should, when possible, be completed to document the crime scene:
 - a. Photograph the scene;
 - b. Video the scene;
 - c. Mark the evidence;
 - d. Diagram the scene;
 - e. Collect the evidence.
- ii. At a major crime scene, a search will not commence until it has been photographed. The Detective shall photograph the crime scene in a manner that produces a clear, undistorted photo that does not misrepresent or visually alter the scene in any way.

7. Photograph/Videography

- i. When appropriate, the following photographs should be taken:
 - a. **Overview** -These photographs show the scene of the crime and its surroundings and may be used to orient the court to the scene in question.
 - b. **Medium view** - These photographs show specific objects and contain sufficient detail to associate them with the nature of the crime.
 - c. **Close-up view** - These photographs are of individual items, the victim, results of the crime or evidence created by the criminal.
- ii. Photographic procedures for each crime scene differ based on the conditions present at the scene.
- iii. The following procedures are basic and should be addressed whenever photographs are taken.
 - a. Exterior Crime Scene

- ◆ Establish the location of the crime scene by taking a photograph of something that is relative to the crime;
- ◆ medium distance photographs to record the relative positions of closely related items of evidence;
- ◆ Take close-up photographs of individual items of evidence (with a scale or other device, when necessary).

b. Interior Crime Scene

- ◆ Establish the location of the crime scene by taking a photograph of something that is relative to the crime;
- ◆ Photograph rooms and other interior areas from typical observation points to show relative positions of all items and furnishings within the area.
- ◆ Take medium view photographs to show relative positions of closely related items of evidence;
- ◆ Take close-up photographs of individual items of evidence (with a scale or other device, when necessary).

- iv. DVD recorders may be used to supplement still photographs. When used, the audio should be muted, unless the investigator is narrating details of the crime scene.
- v. Upon completion of the crime scene investigation, the film will be processed according to Department procedure, tagged and placed into evidence.
- vi. Upon completion of the crime scene investigation, the DVD should be secured to ensure the integrity of the evidence; recording tabs shall be removed so that the tape cannot be recorded over. It should be packaged according to Department procedure, tagged and placed into evidence. Digital records shall be preserved as evidence.

8. Diagram

- i. Crime scene diagrams should be preceded by crime scene photographs.
- ii. The diagram should include:
 - a. Dimensions;
 - b. Relation of the crime scene to other buildings, geographical features and/or roads;
 - c. Address;
 - d. Location of significant features of the scene, including the victim;
 - e. Date and time of preparation;
 - f. Name of person preparing the diagram;
 - g. Direction of north;
 - h. Locations of items recovered as physical evidence;
 - i. If not to scale, so state;
 - j. Sufficient information so that a final drawing to scale can be completed if necessary.

9. Fingerprinting

- i. The lifting or preserving of latent fingerprints is the responsibility of the assigned patrol officer or Detective.
- ii. Items containing suspected fingerprints, which are not processed at the scene, are packed in a protective manner and taken to the Los Alamos Police Department for processing. This decision rests with the patrol officer or Detective.
- iii. Prior to being lifted fingerprints may also be photographed at the discretion of the patrol officer or Detective.
- iv. The following information should be documented on the back of the latent print card:
 - a. report number;
 - b. date of recovery;
 - c. initial or name of recovering patrol officer or Detective;
 - d. location of recovery.
- v. When fingerprints are being obtained from a suspect who has no criminal history, two cards will be completed. They shall be treated as evidence, tagged and packaged accordingly. One card shall then be sent to the laboratory or qualified fingerprint identification expert along with a latent for comparison with one card being maintained in evidence.
- vi. Fingerprint cards on suspects who have a criminal history may be obtained through the Records Section. When possible, the original card should be sent to the laboratory or qualified fingerprint identification expert along with a latent for comparison. Upon return, if the comparison was negative, the card should be returned to the Records Section. If it was positive, the card should be treated as evidence, tagged and packaged accordingly.
- vii. Once a latent print has been positively identified, the information should be documented in a supplemental report and the latent print returned to evidence.

10. Collection

- i. Procedures
 - a. It is important to use crime scene search methods that:
 - ◆ preserve the condition of evidence in the process of collection;
 - ◆ prevent the introduction of foreign materials into the physical evidence;
 - ◆ Ensure as complete a sample as possible and practical.
 - ii. Collection of evidence is done in a systematic, organized and recorded manner. When practical, evidence found at the crime scene is processed (photographed, dusted for prints, etc.) before being moved.
 - iii. The following evidence collection procedures are used whenever possible:

- a.** Evidence is properly tagged and identified with the required information. Each article of evidence is stored in a separate container to avoid contamination.
 - b.** Collection of known or suspected hazardous materials or explosives requires the knowledge and skill of technicians specifically trained in handling hazardous materials or explosives.
 - c.** Upon the discovery of known or suspected hazardous materials or explosives, a field supervisor should be summoned by the investigating officer.
 - d.** The hazardous material or explosive response guidelines should be implemented.
- iv. The Detective assigned to crime scene collection ensures the proper handling of the evidence and shipment to the appropriate laboratory in a timely manner.
- v. The Detective assigned the case is responsible for:
 - a.** requests for laboratory processing;
 - b.** proper handling and packaging of evidence;
 - c.** prompt release of evidence to owner, if appropriate.
 - d.** Any evidence shipped to the N.M.D.P.S laboratory will have a completed inventory sheet and a copy of the incident offense report.
- vi. Biological Evidence
 - a.** Biological evidence is not processed in the field. It is collected and submitted to a laboratory for analysis in a timely manner, using current and accepted procedures as required by the investigating laboratory.
 - b.** Biological evidence requiring refrigeration is collected and transported to the proper storage area as soon as possible.
 - c.** Items of evidence containing wet blood are air dried and packaged separately to avoid cross contamination. These items are packaged according to Evidence packaging guidelines.
 - d.** Evidence from a known source is collected for comparison purposes along with crime scene collected evidence.
 - e.** Comparison materials should be properly stored and submitted along with evidence from the known source.
 - f.** If evidence is not accepted by the lab, the assigned Detective indicates the reason in a supplemental report.
- vii. Known Standards
 - a.** Anytime a patrol officer or Detective collects an unidentified item or substance or an item or substance believed to be foreign to the scene, all available comparable substances and materials from known sources are collected for identification and/or elimination purposes.

- b. It is possible that evidence in the form of trace materials and substances may have been transferred to the suspect during the commission of an offense and taken from the scene. Such evidence may be recovered at a later date; therefore, known standard samples of such materials and substances should be collected from crime scenes.
 - c. The location from which known standard samples are taken can be critical, especially in cases where fracturing or tearing has occurred.
- 11. The report filed by the patrol officer or Detective should explain in detail what known standard samples were collected and the location from which they were obtained, including date and time of collection. Outside County Limit Investigations
 - i. The investigation of a case may take an investigator outside the County limits for gathering of information.
 - ii. Out of County investigations shall be cleared with a supervisor and proper justification given for the need to leave the County. This information shall be forwarded to the Investigations Supervisor or his designee.
 - iii. Investigators working outside the County limits shall coordinate activities with the agency having jurisdiction in that area if possible.
 - iv. Expenses incurred while performing official functions outside the County shall be documented by receipts and turned in to the Chief's Administrative Assistant for reimbursement.
 - v. Investigation or surveillance resulting in the execution of a search or arrest warrant requires the notification of an appropriate supervisor.
 - vi. The supervisor shall make any decision to withdraw personnel or resources from such an operation if it is no longer in the best interest of the Department to continue.
 - vii. The supervisor insures that the Department's procedural and operational requirements are adhered to by personnel under his supervision.
 - viii. Deviation from the Departments procedures must be approved by the Chief's Office.

12. Victim Contact

- i. In most cases, victims of a crime have never had contact with the police on a criminal case. The average citizen does not understand the procedure and investigative techniques or how the judicial system works. Investigators should explain the process to the victim.
- ii. The initial contact with the victim should occur as soon as possible upon receipt of a case. Following the initial contact investigators are encouraged to notify victims on any change in the status of their case (active, cleared, suspended, arrest made, etc).
- iii. Victim contacts are normally made employing one of the following methods:

- a. In person.
- b. Via telephone.
- c. Letter form.

W. REPORT REVIEW

1. All reports that become official record are reviewed for completeness, accuracy and offense elements.
2. Investigations Supervisor or his designee shall review reports for completeness, accuracy and offense elements.
3. If a report is determined to be incomplete, inaccurate or lacks the elements of the stated offense it shall be returned to the investigator for correction. Investigators may be required to conduct additional investigation in order to make a case presentable for filing.
4. Cases for filing are prepared and submitted by the investigator to the District Attorney's Office for final approval.
5. The District Attorney's Office may review and return the case to the investigator for presentation to the appropriate court.
6. Cases accepted for prosecution that the prosecuting attorney indicates needs further work, are to be sent to the filing investigator. That investigator will complete corrections requested or additional investigations and submit the follow-up in a timely manner. Additional work will be checked by the Investigations Supervisor or his designee.
7. Cases not approved are returned to the investigator for correction or further work, or cleared by no prosecution on the part of the District Attorney's Office.
8. Investigators consistently displaying deficiencies in case preparation or investigative techniques shall receive notations of such work in their personnel files by the Investigations Supervisor or his designee. Further displays of deficiencies will be monitored by the Detective Sergeant for further corrective actions required.

X. CRIMINAL HISTORY INVESTIGATIONS

1. Criminal history investigation is used as an investigative tool for law enforcement purposes to determine a person's involvement in past criminal offenses.
2. Information developed in a criminal history investigation shall be used only to substantiate or disprove the alleged involvement of a person in a criminal case.
3. All criminal history investigations shall be conducted in a discrete and professional manner to protect individual rights.
4. A variety of sources may be used to obtain information including.
 - i. Criminal history
 - ii. NCIC and Criminal History Index (if a criterion is met).

- iii. Police Department Records
 - iv. Bank records and credit checks
 - v. Medical records
 - vi. Relatives, neighbors, business associates, known associates, etc.
5. Any information developed for background during an investigation should be documented separately from any other investigative reports. All information and material obtained is confidential and should be noted as such on the report. Any information shall be released for official purposes only following the established Department confidential records release policy.
 6. Any physical records obtained may be seized as evidence and handled accordingly.

Y. CASE STATUS

1. The investigator determines or changes the status of each case assigned. This decision is based upon information developed by, or provided to, the assigned investigator. Any change in the status of the case is made through a supplemental narrative report.
2. Case status categories are designated as:
 - i. Refusal to prosecute-Victim
 - a. No further actions are requested by the victim on the part of the investigator, except for domestic violence cases.
 - ii. Refusal to prosecute-County/State/District Attorney's Office
 - a. The case has been reviewed by the prosecuting authority and has declined to take the matter through the court process.
 - iii. Cleared by arrest
 - a. Defendant has been arrested
 - iv. Exceptionally cleared -Referral to another agency
 - a. The investigation of the case was turned over to another agency
 - v. Warrant/summons issued
 - vi. Case unfounded
 - a. Indicates that a case does not contain the legal elements of an offense required to meet its original classification.
 - vii. Inactive
 - a. Indicates that all available leads have been exhausted, but the case has not been brought to a satisfactory conclusion. Investigative efforts may be resumed at a later date.

3. Information on the status of a specific case is recorded, maintained and updated by the investigator to which the case is assigned.
4. Periodic supplemental reports are completed by the assigned investigator, submitted for supervisory approval, and then submitted to the Records Section for processing. While all original copies of associated work will be forwarded to the Records Section for maintenance, an investigator may at his discretion maintain a duplicate file of his own for investigative purposes. Upon case disposal, the investigator will purge his file.
5. The case status is noted in RMS.
6. Victims of crimes should be notified of any change in status of their case by the investigator/officer aware of the change, unless such notification would jeopardize the investigation and the shift supervisor approves. Notification may be verbal or written and shall be noted in the case records.

Z. MONTHLY REPORT

1. Monthly report is the responsibility of the Investigations Sergeant. The monthly report contains the following information:
 - i. Total number of cases assigned investigation.
 - ii. Total number of cases assigned to each investigator.
 - iii. Total number of cases cleared by each investigator, and UCR crime classification.
 - iv. Overall unit clearance rate for the month.

AA. INTERVIEW/INTERROGATION PROCEDURES

1. A critical element of the interviewer's success is the amount of preparation done before the actual interview. The success of the interview depends on the investigator's observations, practices and experience.
2. The interviewer should obtain specific background information to determine the person's credibility prior to beginning the interview.

BB. Criminal history.

1. Person's relationship to the offense.
2. Person's relationship to other parties of the offense.
3. Select the location where the interview is conducted. The ideal location for an interview is a controlled environment that provides privacy, comfort and convenience.
 - i. When possible the interview should be conducted in designated interview rooms or offices in the police building.
4. Interviews conducted outside the police building should be conducted in comparable surroundings.

5. The interviewer should present a professional appearance and be professional in manner.
6. Pertinent information and physical evidence should not be disclosed during the interview. This helps to:
 - i. Protect the "Rules of Evidence."
 - ii. Confirm or negate the credibility of the interviewed person.
 - iii. Insure the integrity of the interview.
 - iv. Protect against the possibility of the interviewed person being a suspect or accomplice.
 - v. Gives the interviewer an opportunity to truly discover the knowledge of the person being interviewed.
7. Taking notes during the interview is suggested, controlling the pace helps to insure that the interview is accurately documented. Interviews shall be audio or video recorded in accordance with New Mexico State Statute 29-1-16.
8. When questioning has been completed, review what has been discussed and utilize notes to insure that all information is complete and accurate.
9. A successful interview is accomplished through preparation, skillful interviewing techniques and confirmation that the witness has provided complete knowledge of the incident.

CC. HANDLING METHODS/RELEASE OF INFORMATION

1. Taped statements are considered evidence and will be handled in the following manner.
 - i. When an officer has a cassette tape/ digital recording that will be transcribed and used in the case file as evidence or for presentation for court purposes, an evidence sheet will be completed.
 - ii. The Chain of Custody will be completed showing the recording being turned over to the Evidence Technician.
 - iii. Upon completion of the transcript, the Chain of Custody will be completed and it will be turned over to an Evidence Technician. The tape/recording will be stored as any other type of evidence.
 - iv. The transcription is placed with the case file and is subject to release under the "Inspection of Public Records Act".
2. Written statements are considered evidence and treated as such. In the event a person wants a copy of his written statement, even though it is being held in evidence, there is a copy of that statement placed with the case file and it may be obtained through the "Inspection of Public Records Act."
3. With the usage of pocket recorders, an officer will sometimes record statements by suspect(s) or comments by other persons which could be considered evidence or

have a bearing on an investigation. These recordings will be entered into evidence by the officer, regardless of whether the person is arrested at that time or not.

4. There may be other times that the pocket recorder picks up sounds and/or noises that may be considered evidence or useful in an investigation. Officers have the discretion to enter recordings at any time, which may be considered of value.
5. Digital audio recordings will be downloaded and attached to the case file. Electronic digital recordings may be reproduced on a compact disc for discovery.

DD. PHYSICAL LINEUPS

1. The courts have ruled that participation in lineups by in-custody suspects permits mandatory compliance. A suspect in custody may be forced to participate in a lineup. Since this is not the best procedure and could result in a tainted lineup, a court order is recommended in order to force the suspect's compliance with the physical lineup.
2. The courts have ruled that the suspect's right to counsel at lineups is applicable only after the initiation of formal judicial proceedings (case filing, indictment, arraignment, etc.).
3. If the suspect is in custody and requests appointment of an attorney, the investigator will contact the prosecutor with the request. The lineup will not proceed until an attorney has been appointed and is present.
4. If the suspect is not in custody, a court order is required to compel participation in the lineup.
5. The investigator must maintain accurate and complete notes recording the entire procedure.
6. An unbiased and impartial approach towards the suspect's constitutional rights is mandatory for all officers.
7. The prosecutor should be notified and encouraged to provide representation during the lineup. The prosecutor's office determines whether their presence is required or not.
8. If the suspect is represented by an attorney, the attorney must be given reasonable notice of the lineup date.
9. If the attorney does not appear at the date and time notified the lineup is postponed. The suspect may waive the right to counsel or agree to a substitute attorney.
10. If the suspect refuses to retain an attorney, no lineup is conducted until the suspect has a court appointed attorney. The prosecutor's office shall be notified of the situation.
11. Defense attorneys may not question witnesses who are under police control. The attorney may be present during the identification and post lineup interview.

12. A witness may speak to a defense attorney if they desire, but should be advised they are not obligated to do so. The investigator should be present during any conversation between witness and the suspect's attorney.

EE. VICTIMS/WITNESSES

1. Victims and witnesses should be given instructions concerning procedures. They should not:
 - i. discuss anything with attorneys present unless accompanied by the investigator;
 - ii. make any overt or declaratory statements;
 - iii. proceed until instructed; or
 - iv. discuss the lineup or identification with other witnesses.
2. Victims/witnesses are shown courtesies of proper and ample notification of lineup date, time and location.

FF. SUSPECTS

1. Suspects may be compelled to repeat words or phrases. All persons in the lineup must repeat the same words or phrases.
2. If a suspect refuses to cooperate in speaking, the prosecutor's office shall be contacted and advised, actions for contempt of court proceedings may begin.
3. Witnesses should be properly isolated from each other before, during and after the lineup. Each witness views the lineup individually. Witnesses are not allowed to see the suspect prior to the lineup.
4. When selecting lineup participants, physical characteristics should be as close as possible and/or practical.
5. Co-defendants are not placed in the same lineup.
6. The lineup should be conducted with the suspect and at least four other individuals.
7. The lineup should be conducted with one investigator working with the participants. A second investigator should work with the witnesses and attorney(s).

GG. SEQUENTIAL PHOTOGRAPHIC LINEUPS

1. Sequential photographic lineups are proper investigative tools for securing suspect identification, provided they are not suggestive or improperly presented.
2. Sequential photo lineups may be used during an investigation either before or after arrest. There is no requirement that the suspect's attorney be present when a sequential photo lineup is presented to a witness.
3. Witnesses and victims may be allowed to view photos on file at the police building to generally search for a photo of the suspect. This is generally used when a definite suspect has not been identified.

4. Lineup presentation in photo array shall be arranged at random with at least five photos of other individuals. All photos must be of the same sex, race, and approximate age and are displayed in the same manner. (i.e. background, color photos, black and white photos)
5. When mug shots are used in a sequential photo lineup, all identifying written information or law enforcement reference on the photos is removed or covered if possible.
6. When general photographic police files are shown to a witness/victim, any names on the photos are removed or covered. These files may include pictures of individuals who have been handled for a particular offense. This may be necessary to ensure an adequate number of pictures for viewing to make the process objective.

HH. SEQUENTIAL PHOTOGRAPHIC LINEUP PROCEDURES

1. A sequential photographic lineup is not shown to more than one witness/victim at a time.
2. In the case of multiple witnesses/victims viewing a photo lineup, individual responses of each witness are not made known to other witnesses.
3. The investigator does not, by words or gesture, suggest an opinion as to which photograph is the suspect. The investigator must remain neutral during the presentation.
4. Each time a photo lineup presentation is made a record is to be made of the procedure, to include:
 - i. Time
 - ii. Date
 - iii. Location
 - iv. Name of witness/victim
 - v. Photographic numbers
 - vi. Offense date
 - vii. Offense number
 - viii. Investigator
5. The information listed above is documented and attached to the case file.
6. The viewing witness will initial the photo selected, if any.
7. Information pertinent to the presentation procedure is documented in the investigator's paperwork. This may include statements made by the viewing witness/victim.
8. If a positive identification is made the photo spread will be marked, logged and placed into evidence.

II. JUVENILE OFFENDERS/SEQUENTIAL PHOTO LINEUPS

1. Photo lineup is prepared the same as for an adult. Use of this procedure must be in accordance with the New Mexico Children's Code dealing with photographs of children.
2. School yearbooks may be used as photo lineups. All names and identifying information, including page numbers must be covered. A sufficient number of pages must be displayed to allow the witness to view an adequate number of photos with similar characteristics as the suspect.

JJ. Organized Crime

1. Definitions:
 - i. **Vice** – may involve prostitution, illegal use/sale of alcoholic beverages, and the distribution/sale of obscene and pornographic materials.
 - ii. **Drugs** – focuses on the distribution/sale of illegal and controlled substances.
 - iii. **Organized Crime** – address unlawful activities by members of organized groups or associations engaged in or promoting extortion, theft, fencing, loan sharking, labor racketeering, or other offenses for profit, or engage in supplying illegal goods and services-prostitution, drugs, liquor, weapons or other unlawful conduct may include intimidation or corruption.
2. Surveillance Equipment
 - i. The Department has access to specialized equipment that can be used to support special investigations. This equipment is owned by the Los Alamos Police Department.
 - ii. Specialized equipment includes:
 - a. Visual monitoring equipment
 - b. Audio transmitters and recorders
 - iii. None of this equipment is used without prior knowledge of the Investigations Supervisor.
 - iv. A sign-out log monitoring the use of any of the above listed equipment is completed. This log contains the following information:
 - a. Case number
 - b. Suspect(s) information
 - c. Date and time
 - d. Investigators name.
3. Undercover Operations
 - i. When undercover operations are conducted a code name will be assigned to the operation for recording purposes.
 - ii. Informants, citizen complaints, intelligence information, patrol observations and other information sources are used to identify and analyze suspects.

- iii. Undercover contacts may be made using an informant who introduces the suspect to the undercover officer. The officer can then frequent areas where the illegal activity takes place. When possible, other officers should become familiar with the neighborhood or target area before the operation takes place. No undercover officer will conduct undercover operations without a surveillance team and operations plan
- iv. An officer may be provided with alias identification when necessary. The Office of the Chief of Police maintains all records on alias identification and is responsible for release of any information in that regard.
- v. The Operations Commander or his designee determines what safeguards should be established for the particular operation.
- vi. Department personnel should not approach, or in any way identify an undercover officer as a police officer in the event of contact.
- vii. If any department employee becomes aware of an undercover operation or the identification of any officer involved, they will not discuss any information obtained unless specifically asked by a supervisor.
- viii. The Operations Commander or his designee determines the amount of supervision necessary for the operation. This decision is based on type and length of the operation numbers of personnel involved and experience/training of personnel.
- ix. Specific operational procedures for arrests are determined by the Operations Commander or his designee. This includes coordination of arrests, providing for adequate backup officers and for the collection of evidence.
- x. The County Attorney and District Attorney should be consulted on legal ramifications arising from the operation. The District Attorney will be notified prior to any investigations involving a reversal. Established deconfliction protocols shall be followed in all cases involving an undercover officer.
- xi. During the course of an operation all records will be maintained separately from central records. A sequential numbering system will be assigned each offense in the following way:
 - a. Last two digits of the Year
 - b. Initials of the name of the operation
 - c. Month of occurrence
 - d. Sequential case numbers
- xii. Any evidence which needs to be tagged and logged may use the above mentioned number.
- xiii. At the completion of the operation a block of crime report numbers is acquired from the Records section and the reports are then filed in the central records system.

- xiv. Prior to an undercover operation beginning, the Operations Commander or his designee will ensure that any undercover officer has met minimal standards of training including firearms qualifications, use of force, search and seizure, field testing of narcotics, criminal law and courtroom testimony as set by Department policy.
- xv. The Chief of Police is kept abreast of any development by reporting such on at least a monthly basis.

4. Raid Operations

- i. Raid operations may be defined as the execution of any search warrant, service of arrest warrants in a high-risk situations or the execution of arrest warrants as the result of undercover operations. The Chief of Police will authorize the use of force in raid operations (i.e., use of tactical response team for entry).
- ii. The case investigator is in charge of on-scene operations and is responsible for conducting a briefing for the purpose of making position assignments and informing participants of any potential hazards, etc.
- iii. Strategies for the raid should include, but not be limited to:
 - a. Specific personnel assignments to cover all entrances and exits from the target area.
 - b. Specific personnel assignments for the entry team and for Suspect security. Specific information such as target address, suspect information and proper radio channel is known to all raid team members. Telecommunications will be advised of the channel which will be utilized by raid team members.
 - c. Full operational plan, diagrams, photographs and copy of warrant if applicable.
 - d. Contingency plan.
 - e. All members of the entry raid team shall wear protective body armor, insignia which clearly identifies them as a police officer and a weapon. Other equipment, which should be readily available, includes:
 - ◆ Handcuffs;
 - ◆ Portable radios;
 - ◆ Specialized equipment.
 - f. When entry has been made, designated officers will receive specific areas to search depending on the scope of the warrant. All contraband and evidence is secured by a designated evidence officer. Search team members use reasonable care to minimize property damage.
 - g. The Communications Center is made aware of the location and participants.

- h. When executing warrants in another jurisdiction, the appropriate law enforcement agency is contacted for assistance.
- i. Once the entry team announces their intent and there is no response within a reasonable amount of time or the team believes evidence is being destroyed, the team is authorized to use reasonable force to gain entry. If the suspects resist, officers are authorized to use reasonable force to protect themselves or others from death or serious injury.
- j. If an officer, suspect or other person is injured, medical aid is summoned as soon as possible. Appropriate Command Staff notifications are made and appropriate documentation of the incident is made.
- k. All suspects are brought to a specified area and secured by the cover team. The suspects are provided with a copy of the search warrant. Arrested persons are transported to the Los Alamos County Detention Facility, or other designated Detention Facility.

Approved by:



Dino Sgambellone
Chief of Police

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204.00 Crime Analysis Reporting			
Effective Date:	Jan 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.11.01, ADM.26.09		

I. PURPOSE

The purpose of this General Order is to establish guidelines, procedures and responsibilities for the collection, analysis and distribution of traffic and crime information so that appropriate action can be taken to reduce traffic crashes and criminal activity and to resolve other designated problems within Los Alamos County.

II. POLICY

The purpose of this General Order is to establish guidelines, procedures and responsibilities for the collection, analysis and distribution of traffic and crime information so that appropriate action can be taken to reduce traffic crashes and criminal activity and to resolve other designated problems within Los Alamos County.

Crime Analysis can be useful to the Agency's long-range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities. For a crime analysis system to function effectively, accurate information should be disseminated to the appropriate units or person on a timely basis. Information relevant to the development of the Agency's strategic plans should be provided to the appropriate staff units. When information pertains to tactical and strategic plans it should be provided to all affected units.

III. DEFINITIONS

COMPSTAT/ABLE –

stands for Computer Statistics/Accountability Based Law Enforcement and refers to the report generated by the Crime Analysis Unit. The report contains statistical information based on collected data that has been analyzed and mapped for use by members and units of the Department.

Crime Analysis –

means the collection, assessment and distribution of information to appropriate Department personnel for action to be taken in the prevention criminal activity or the development of investigative leads.

Crime Analysis Unit–

refers to the personnel assigned the task of collecting, analyzing and distributing traffic and crime information to appropriate personnel.

Traffic Analysis –

means the collection assessment and distribution of information to appropriate Department personnel for action to be taken in the prevention of traffic accidents, and traffic education and traffic engineering.

IV. PROCEDURES

1. The Crime Analyst is required to attend the monthly ABLE meeting. During staff meetings, the Crime Analyst will share information regarding current crime trends and occurrences. All staff meetings will occur on the 1st Tuesday of the month during the afternoon unless otherwise notified. Supervisors can retrieve statistics from RMS such as types of crimes, traffic crashes, frequency, location, date and time, suspect information, incident reports etc. During staff meetings the Operations Commander is required to report on criminal and traffic issues as identified by police and citizen concerns.
2. The Operations Commander has available through RMS and Daily Emails from the Shift Commanders, statistics and information of Shift activity and shall analyze on a shift-by-shift basis the crime trends. The Crime Analyst and Operations Commander shall review all information once per week to assure continuity of effort.
3. The Operations Commander and the Crime Analyst will utilize their individual and collective resources and manpower to determine the most effective tactic to combat specific, targeted crimes.
4. The Sergeants shall meet monthly at or after ABLE meetings to exchange information and develop short-term and long-term strategies. This includes the identification of potential and actual police hazards that are within the service area. These strategies will be reviewed by the Operations Commander, and kept on file for assessment of their efficacy.
5. Visual reminders, such as the use of pin maps, etc., are encouraged as they provide a constant, on-going generation of information. This provides documentation of frequencies and geographic distribution of selected crimes.
 - i. The Department's Crime Analyst shall be in charge of traffic pin map. This map will show monthly information regarding traffic crashes.
 - ii. The Department's Crime Analyst shall be in charge of mapping criminal damage/other crimes (crimes against persons)
 - iii. The Department's Crime Analyst will be responsible for burglary and larceny mapping.
6. Members of the Departments Detective Unit will gather crime information. Local crime information will be shared with surrounding agencies.
7. Los Alamos Police Department members shall also work with Los Alamos County Crime stoppers, and or local media if needed to disseminate information.

B. SOURCE DOCUMENTS

1. The following source documents may be used to collect data for crime analysis:

- i. Offense/Crime reports
 - ii. Field interview cards
 - iii. Arrest reports
 - iv. Supplemental reports
 - v. Other reports of record within the Department
 - vi. Reports from other agencies
2. Records personnel shall provide detailed information on statistics upon request of an employee. The following factors should be included in the report, if available:
- i. Frequency by type of crime;
 - ii. Geographic factors;
 - iii. Temporal factors;
 - iv. Victim and target information;
 - v. Suspect information, including vehicle descriptors;
 - vi. Modus Operandi factors;
 - vii. Physical evidence

C. EVALUATION PROCEDURES

1. On a monthly basis at staff meetings the Chief of Police will be briefed on all ideas and methods to address recognized crime patterns and trends. During this meeting the Sergeants are held accountable for the activity, which has taken place during their shift.
- i. Goals for last month
 - ii. Goals for next month
 - iii. Crash Reports in relationship to citations
 - iv. Crime reports in relationship to crime patterns
 - v. Community Concerns
2. The following factors should be considered in crime analysis:
- i. Frequency by type of crime
 - ii. Area / location
 - iii. Date & time
 - iv. Victim and target descriptions
 - v. Suspect / vehicle descriptions
 - vi. M.O. and Evidence information

D. ADMINISTRATIVE REPORTING PROGRAM

1. In order to create a system wherein the staff is informed of daily and monthly operations which are used to provide guidance to set Department goals and objectives and as a guide to report agency activities to outside entities, the following administrative reports are utilized:
- i. Reports to the Chief of Police
 - ii. Watch and Shift Commanders - When assigned to a project or made aware of current trends, Watch and Shift Commanders will utilize data kept in RMS to research the topic of interest. Officers assigned to special units or projects can also use this tool.

- iii. These reports are designed to assist the Chief of Police in ensuring Department goals are being met; that Department resources are being utilized efficiently; and that community needs are being met.

E. STATISTICAL REPORTS

1. An activity report can be produced by the Crime Analyst and lists the activity of each individual officer. It is designed to provide supervisors with productivity levels of officers, assist in determining any patterns in productivity and tracking to determine any selective enforcement needs.
2. This report can be distributed by the Crime Analyst to appropriate supervisors within the police department.
3. A Monthly report is produced by the Crime Analyst for comparison of items month to month to the previous year. This report is distributed by the Crime Analyst to the appropriate personnel within the Police Department.
4. A Uniform Crime Reporting (UCR) report is produced by the Records Supervisor and contains the requested information. This report is distributed to the Chief of Police for review and then sent to the FBI.

F. REPORT TO COUNTY MANAGER

1. A report compiled, yearly, from the monthly reports to the Chief of Police. This report includes, among other things, a comparison from the previous year calls for services; reported crime and arrests, and community education presentations.

Approved by:



Dino Sgambellone
Chief of Police

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205.00 Traffic Enforcement and Crash Investigation			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.26.09, OPR.07.01, 02. 03, 04, 05, 07, 08, OPR.07.07, 08, 09, 10, 11, 12, 14, 15		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for traffic enforcement.

II. POLICY

It is the policy of the Los Alamos County Police Department to reduce traffic crashes, injuries and fatalities and to facilitate the safe and expeditious flow of vehicular and pedestrian traffic through the voluntary compliance with traffic laws and regulations. The Department seeks to achieve this through a combination of education and enforcement including:

1. Programs aimed at exposing traffic problems;
2. Giving notice and warnings of traffic law and regulation changes prior to taking enforcement action;
3. Taking enforcement action for illegal and potentially hazardous acts without regard for such factors as attitude, intent, or frivolous excuse.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. Traffic Law Enforcement

1. County employees are not exempt from traffic laws. This applies while operating both County and personally owned vehicles.
2. When an officer observes a traffic violation, s/he has the discretion to take one of the following actions:
 - i. Issue a verbal or written warning; Issue a traffic or parking citation; or
 - ii. Make a custodial arrest if the following circumstances exist: If required by law;
 - a. To protect the violator or the public from injury;
 - b. If necessary to assure the violator's appearance in court; or
 - c. If the violator refuses to sign the citation.
 - iii. A uniform traffic enforcement policy does not preclude the exercise of officer discretion. Discretion should be based on the seriousness of the violation and the action most likely to result in future compliance with the law.

3. Discretionary levels of enforcement may be used in areas of:
 - i. Speed violation
 - ii. Hazardous / non-hazardous violations other than speed
 - iii. Public carrier/commercial vehicle violations
 - iv. Off-road vehicle operations
 - v. Multiple violations
 - vi. Newly enacted laws and regulations
 - vii. Violations resulting in traffic crashes
 - viii. Pedestrian and bicycle violations
 - ix. Equipment violations
4. Uniform enforcement measures support the ultimate goal of traffic law enforcement which is to achieve voluntary compliance with traffic laws and regulations.
5. Traffic law enforcement will be accomplished by consistent, ongoing supervisory oversight to ensure that officers do not go beyond the parameters or reasonableness in conducting such activities.

B. Driver's License Violations

1. Officers may use their discretion concerning the enforcement action on drivers who do not have a license in their possession but that the DMV computer indicates they have a valid driver's license.
2. If a driver has a valid New Mexico driver's license in their possession, but the DMV computer indicates that their New Mexico driving privileges have been suspended or revoked, the officer may issue a citation and set a mandatory court date. No penalty assessment will be allowed. The driver will not be allowed to continue to operate that vehicle.
3. If the driver has a valid out-of-state driver's license in their possession, but the DMV computer indicates their New Mexico driving privileges have suspended or revoked, the officer can arrest them and complete the appropriate paperwork.
4. If the driver does not have a license in their possession, and the DMV computer indicates their license is suspended or revoked, the officer may arrest on that violation and complete the appropriate paperwork.
5. The above enforcement methods apply to traffic crash investigations as well as routine traffic stops.

C. Equipment Violations

1. Officers should use their discretion when issuing citations for equipment violations.

D. Open Containers

1. The person in possession of the alcohol will be cited. If a passenger is in possession, s/he will be cited for the violation and the narrative should reflect that the offender was a passenger.
2. If the offender is under eighteen (18) years of age, s/he should be cited/charged with a criminal offense rather than a traffic citation. The individual will be referred to the Juvenile Probation Office.
3. Offenders believed to be under the influence of intoxicating liquor and/or drugs will be given SFST to determine the level of impairment. If the operator of the vehicle is impaired, the officer will take the appropriate action.

E. Procedures for Communications

1. When out with a vehicle, the officer should relay the following information to the Consolidated Dispatch Center (CDC) in this order:
 - i. Location of the traffic stop
 - ii. License plate of vehicle
 - iii. Description of vehicle
 - iv. Number of occupants in the vehicle
2. The CDC will then automatically run the license plate number through the NCIC computer system and hold the information for the officer's request for the information. If the vehicle comes back stolen or as a suspect vehicle in a crime, the dispatcher will advise the officer of the information and send a backup unit immediately.

F. Officer Conduct on Traffic Stops

1. Appropriate enforcement action should always be completed, generally in the form of a warning, citation or arrest. The proper form(s) must be filled out by the officer and shall include the gender of the person stopped and their physical appearance.
2. No person, once cited or warned, shall be detained beyond the point where there exists no reasonable suspicion of further criminal activity.
3. No person or vehicle will be searched in the absence of a warrant, legally recognized exceptions to the warrant requirements, or the person's documented voluntary consent (LAPD Form No. 314 – Voluntary Consent to Search). In each case where a search is conducted, it shall be documented on appropriate Department forms and include the legal basis for the search and the results of the search. If the individual indicates that they will consent to a search but is refusing to sign the form, fill out the form anyway and indicate "consented to search but refused to sign," and insert your initials and identification number on the form and those of any witnesses.
4. If the Department vehicle is equipped with a video camera, the video and sound shall be activated prior to the stop in order to record the behavior of the vehicle or person and shall remain activated until the person or vehicle is released. Exigent circumstances will be taken into consideration if the officer fails to activate the video equipment.

5. If the Department vehicle is equipped with a video camera, the video and sound shall be activated prior to the stop in order to record the behavior of the vehicle or person and shall remain activated until the person or vehicle is released. Audio may be interrupted while officers are having discussions with other Public Safety Officials and outside the hearing ability of involved parties.
6. All recorded media created by this policy is required to be kept by the member for a period not less than one month from the time it was created and must be available to supervisory inspection at any time. The exception will be for media entered into evidence associated with a case.
7. All recorded media created by members of this Department while involved in official Department business shall be the property of the Department and shall not be distributed outside of the department by any means other than for official Law Enforcement functions of the Department or as approved by the Chief of Police.
8. Broken or malfunctioning recording equipment will be immediately brought to the attention of the member's immediate supervisor and Operations Commander. Members will be responsible for promptly coordinating and scheduling repairs through the Department's Fleet Director. Shift Sergeants are required to test the operational status of the recording equipment and document the results on the vehicle inspection forms.
9. In the absence of a specific, credible report containing a physical description, a person's race, ethnicity, gender or sexual orientation or any combination of these shall not be a factor in determining probable cause for an arrest or reasonable suspicion for a stop.
10. The deliberate recording of any misleading or false information related to the actual or perceived race, ethnicity, gender, or sexual orientation of the person stopped for investigative or enforcement purposes is prohibited and a cause for disciplinary action, up to and including termination.
11. Officers will maintain a professional, businesslike, firm and pleasant demeanor at all times while in contact with the public.
12. Driver's licenses and proofs of insurance shall not be accepted until they are removed from the individual's wallet.
13. All necessary items needed for a traffic stop should be readily available and within reach of the officer. The traffic stop should be completed as quickly as possible. If practical, a computer check on the individual(s) shall be requested through the CDC.
14. Upon completion of the traffic stop, officers should return to their vehicle while maintaining a watch on the occupant(s) of the stopped vehicle. Officers should allow the violator vehicle to leave first to afford protection from oncoming traffic.

G. Speed Measuring Devices

1. In order to ensure that traffic safety goals and objectives are met, the Department uses speed measuring devices in traffic law enforcement.

2. Equipment used as speed measuring devices include:
 - i. Radar/Lidar speed measuring devices determined to be in full compliance standards of performance established by the Federal Communications Commission (FCC) and the National Traffic Safety Association.
3. At the beginning and end of each shift, radar site tests shall be conducted on radar units to determine their accuracy and proper functioning. These tests include internal test, lamp test, and tuning fork test.
4. If a radar unit fails any of its tests, is damaged, or exhibits decreased range, it shall be removed from service immediately and submitted for repair.
 - i. The malfunctioning radar shall be turned over to the appropriate supervisor who will ensure that the radar unit is repaired.
5. A maintenance and calibration log will be maintained for all radar units. This log will include problems that have encountered with the radar unit, when it was sent for repairs, when it was returned to the Department, and any calibration that was done on the unit.
6. When utilizing radar in a school zone, the officer needs to ensure that the warning lights (if present) are operating and that the school zone is properly posted.
7. No officer shall operate a radar unit until s/he has been trained and certified in its use.

H. Citation Accountability

1. When a citation book is needed, the officer shall obtain the book either from Records or from their shift supervisor. The Records supervisor is responsible for ensuring that the citation books are in the correct and current format and in numerical order. Any discrepancies concerning traffic citations will be brought to the attention of the Police Operations Bureau Commander.
2. When an officer receives a new citation book, s/he will check to see that all citations are in the assigned book and are in sequential order. Missing or lost citations shall immediately be reported to the Records Supervisor.
3. When an officer voids a citation, s/he will ensure that all copies are intact and write void across the front of the citation; indicate on the citation the reason why it was voided, sign and date the citation; and turn it in to his or her supervisor for approval.
4. If any officer places a citation into evidence, the officer will notify their supervisor and the Records supervisor of the citation's number.

I. Issuing Citations

1. When issuing a citation, the issuing officer will confirm with the violator that all personal information on the citation is correct.

2. Officers will ensure that the citation is legible.
3. Officers may give the violator the option to appear in court or sign the penalty assessment (if the violation is on the penalty assessment list). If it is not on the list, the violator will be cited into court.
4. If the violator chooses to mail in the penalty assessment, s/he should be advised that it must be mailed in within thirty (30) days. The violator shall be given either a pre-addressed envelope to use for the proper mailing in of the citation and fine or the officer will ensure the violator has the correct address to use for mailing in the fine. Penalty assessments are applicable only for those violations cited into Municipal Court. Penalty assessments are applicable only for traffic violations.
5. If the violator is cited into either Municipal or Magistrate Court, s/he will be cited into court at the time and date specified by the court.
6. At the discretion of the officer, the violator may be given a verbal warning or a written warning.
7. The officer will ensure that the violator signs the citation in the correct place before releasing the individual. If the individual refuses to sign the citation, a second officer will be requested. The violator will be given a second opportunity to sign the citation, being advised that failure to do so will result in a custodial arrest. If the violator still refuses to sign the citation, an arrest will be made.
8. If there are any witnesses to the violation, their name, DOB, address, home/work phone number, and place of employment will be listed in the remarks section on the back of the citation. If there are no witnesses, state "No Witnesses."
9. The citation must be turned into the Records Section on the same day it is issued.
10. The Records Section will input the citation into RMS and place it in the appropriate court's in-house mail box.

J. Enforcement Methods

1. Traffic law enforcement activities are specifically directed toward controlling violations through preventive patrol and active enforcement.
2. The most effective deterrent to traffic law violations is visible patrol in a marked police unit.
3. In order to maintain a posture of prevention as opposed to apprehension, traffic law enforcement activities shall be conducted in the following manner:
 - i. Police vehicles shall be operated in accordance with existing laws and operators shall demonstrate exemplary driving behavior. Emergency Operations shall be exemptions from this practice.
 - ii. Unmarked vehicles shall not be used in traffic enforcement unless approved by the Chief of Police. Only marked police units with mounted emergency lights and siren shall be used for active traffic enforcement.

- iii. In areas where fixed or posted observation is necessary to maximize effectiveness of selective enforcement efforts, police vehicles shall be parked in a conspicuous location and in a manner that does not impede traffic flow.

K. Proactive Enforcement

1. The Department's efforts will be directed towards assigning officers to those areas where there is the highest likelihood that traffic crashes will be reduced and/or crimes will be prevented through proactive patrol.
2. Officers will receive initial and on-going training in proactive enforcement tactics, including training in officer safety, courtesy, cultural diversity, and the laws governing search and seizure, and inter-personal communications skills.
3. Proactive traffic enforcement is usually based on such factors as traffic volume, reported crashes, frequency of violations, and emergency/service needs.
4. Selective enforcement shall be accomplished through the following:
 - i. Area Patrol – Assignment of personnel to an area where the frequency of crash-causing violations is high or the potential for crashes is high due to traffic volume or emergency/service needs.
 - ii. Directed or Spot Patrol – Assignment of personnel to designated locations. The method may be most effective where a fixed post can be observed by a greater number of motorists.

L. Special Circumstances in Traffic Enforcement

1. Non-Resident Violators
 - i. Non-residents are rarely subjected to unfamiliar traffic signs or regulations that are inconsistent with the Uniform Traffic Code. Violators should be treated the same as resident violators. They will be allowed to sign the penalty assessment or sign to appear in court, as appropriate. Discretion on the part of the officer should be used in issuing verbal warnings as opposed to written citations, just as with any violator.
2. Parking Enforcement
 - i. Street parking is restricted in various areas of the County to ensure fair access to parking and to expedite the flow of vehicular traffic. All existing parking regulations will be enforced with reasonableness and impartiality in all areas of the County.
3. Traffic Crash Investigations (**See also General Orders 206.00 – Traffic Crashes Involving Department Vehicles, and 208.00 – Commercial Motor Vehicle Crashes**).
 - i. Traffic crash investigations shall be conducted in order to protect the rights of citizens, detect traffic violations, and to determine enforcement, engineering and educational needs.

- a. The officer or investigator assigned to the crash will be in charge and responsible for the collection of information; the crash investigation; safety of persons involved, protecting the crash scene; completing all required reports; and requesting any medical, traffic control, or other assistance unless relieved by higher authority.
 - b. The assigned officer will be responsible for identifying and caring for the injured; identifying and dealing with fire hazards or hazardous materials; and collecting information and evidence
 - c. The officer assigned will, when necessary, secure and protect any valuable personal property of persons injured or killed by properly documenting the property and submitting it to the Evidence Custodian for safekeeping.
- ii. Officers will respond to, investigate and complete the State of New Mexico Uniform Crash Report (LAPD Form 307a, b, c, d and e 8-15-07) when a traffic crash occurs on public property or private property held open to the public and,
 - a. The crash resulted in a reported injury or fatality of a person;
 - b. The crash resulted in damage to property to an apparent extent of \$500.00 or more;
 - c. The crash resulted in damage to government-owned property (including County property) or to a government-owned vehicle.
 - d. The crash involved a DUI (Driving Under the Influence of Alcohol or Drugs) driver. **See also General Order 209.00 – DUI/Checkpoints)**
 - e. The crash involved the spill of a hazardous material. Further, the New Mexico State Police Hazmat Officer or other appropriate agency will be notified.
 - f. The crash is reported as a ‘hit and run” that just occurred.
- iii. Officers will complete a full accident report for all accidents involving County-owned vehicles.
- iv. Officers will respond to, investigate and complete the Los Alamos County Police Department’s Non-reportable accident form (LAPD Form 308 / 8-15-07) when:
 - a. The crash resulted in less than an apparent \$500.00 in damage to property/vehicle;
 - b. The crash resulted in no apparent injuries;
 - c. There are citizens requesting police documentation of the crash or there is a disturbance between principals.
 - d. The crash occurred on private property.

- e. The crash occurred more than twelve (12) hours prior and was not reported in a timely manner.
 - f. The crash is identified as a “hit and run” crash involving property damage only and there are no suspect vehicles or drivers identified and no evidence useable in identifying same or the reporting party does not definitely know when or where the crash occurred.
- v. Officers will not complete a Traffic Crash report when:
- a. The accident involved a collision between bicycles and/o pedestrians and do not involve (a) motor vehicles. In this case, a report must be completed as an “Informational” on a RMS form.
- vi. Supplemental Reports
- a. Officers will submit Supplemental/Addendum reports when all of the information about the accident cannot be adequately reported in the narrative section of the Uniform Crash Report, e.g., hit & run, witness statements, etc.
- vii. Officers are encouraged to issue citations in a crash where probable cause exists for a violation that is a causal factor in the accident, regardless of which form is used to document the investigation. This does not apply for minor crashes on private property where no enforcement agreement exists.
- viii. Investigation of Motor Vehicle Crashes Involving Serious Injury or death
- a. Serious injuries are those that appear to be life threatening. Crashes with injuries of questionable severity will be investigated as if they were serious injury/fatal accidents. A field supervisor is responsible for assessing the accident scene and any associated injuries to determine if an investigator is to be notified.
 - b. If the field supervisor decides that the crash has resulted in serious injury and/or death:
 - ◆ The field supervisor will be in charge of the accident scene and shall be responsible for the coordination of the initial investigation.
 - ◆ After consulting with the assigned officer, the field supervisor will determine if additional personnel are needed. A Traffic Reconstructionist may be consulted and/or called in on all accidents involving a fatality or serious injury.
 - ◆ When unusual circumstances exist, or other questions arise, the following personnel shall be contacted (in this order):
 - Operations Commander
 - Deputy Chief
 - Chief of Police
 - c. An investigator shall be dispatched to the scene to collect evidence and document the scene.

- d. Field supervisors will make all assignments, with specific attention to witness' statements, blood specimens, and other evidence relevant to the investigation.
 - e. Whenever possible, investigating officers should obtain a signature authorizing the release of medical information from injured persons who are transported for treatment. The medical release form should be attached to the original Uniform Crash Report.
 - f. Field supervisors will insure that all essential witness statements, investigation and officer reports are completed.
 - g. The medical examiner's office will be contacted in all cases involving a fatality and shall be included in the appropriate report(s).
 - h. All original reports will be forwarded to the shift supervisor before any distribution is made. Complete identification of all known witnesses and their statements shall be included in the crash report.
 - i. The Shift Commander will make all follow-up investigation assignments as needed.
 - j. Review of Crash Reports -- All traffic accident reports will be reviewed by the Shift Commander for completeness and accuracy. When it appears that enforcement action may have been warranted but was not taken, the report will be sent back to the reporting officer for review and appropriate action. If enforcement action is appropriate, it shall be the responsibility of the officer. Upon completion, the report will be resubmitted to the Shift Commander with information regarding the status of the enforcement action.
- ix. Emergency Medical Assistance
- a. In emergency medical situations, officers shall normally render only that degree of care necessary to sustain life, prevent or control shock, and/or prevent further harm based on each officer's level of medical training and abilities. If medical assistance is necessary or requested, the officer will advise the CDC to dispatch fire/rescue/medical units and render medical assistance until their arrival.
- x. Review of Traffic Crash Reports
- a. All traffic crash reports will be reviewed by the Shift Commander for completeness and accuracy. When it appears that enforcement action may have been warranted but was not taken, the report will be sent back to the reporting officer for review and appropriate action. If enforcement action is appropriate, it shall be the responsibility of the officer. Upon completion, the report shall be re-submitted to the Shift Commander with information regarding the status of the enforcement action.
- xi. Officers will respond to all crashes resulting in major traffic congestion and investigate appropriately.

4. Juveniles

- i. As provided in the New Mexico Children's Code, the Municipal or Magistrate Court has original exclusive jurisdiction over all traffic offenses, with certain exceptions. However, if the Children's Court acquires jurisdiction over a child pursuant to any of the Motor Vehicle Code violations listed in the Children's Code, it shall have jurisdiction over all traffic violations alleged to have been committed by the child arising out of the same occurrence.
- ii. It is recommended that if a citation is written to a child under the age of fifteen (15) years, the officer should have the parent or guardian co-sign the citation.

5. Legislators

- i. Legislators will be treated the same as other violators with one exception: Immunity shall be granted for travel to, from and during current legislative sessions as covered under the New Mexico State Constitution in Article IV, Section 13, "Members of the Legislature, in all cases except treason, felony, and breach of the peace, may be privileged from arrest during their attendance at the sessions of their respective houses and ongoing to and returning from the same."

6. Foreign Diplomats/Consular Officials **(See also General Order 328.01 – Arrest and Detention of Foreign Nationals)**

- i. Moving Violations -- When a consular official is stopped for a moving violation, the officer, upon being advised by the driver that they are a consular official and producing proper credentials, should exercise discretion based on the nature of the violation and either dismiss the motorist with a warning or proceed with the appropriate enforcement action. While consular officials are not to be arrested and taken into custody, the issuance of a citation does not constitute an arrest or detention.
- ii. Driving While Intoxicated – The primary consideration in this type of incident should be to ensure that the Consular Official is not a danger to him/herself or the public. Based upon determination of the circumstances, the following actions are appropriate:
 - a. Contact a friend or relative to take custody of the official;
 - b. Call a taxi for the official; or
 - c. Take the official to a secure environment – not detention.

7. Military Personnel

- i. Military personnel will be treated in the same manner as other violators with the following exceptions:
 - a. The New Mexico Motor Vehicle Code has exempted any person in the military service of the United States or who has been honorably discharged within thirty (30) days from licensure when:

- b. They hold a driver's license of this state not more than six (6) years old which has expired while the holder was in service; or
- c. They are stationed outside the geographical limits of this state; or
- d. They are on leave from military service; or
- e. Only while operating a motor vehicle in this state.

M. Requests for Re-Examination of Drivers

1. Officers may encounter persons who appear to be incompetent, physically or mentally disabled or suffering from a disease or other conditions that prevent them from exercising safe, reasonable and ordinary care in operating or controlling a motor vehicle.
2. Officers discovering persons of this nature shall:
 - i. Submit a Driver Complaint Form to the Department of Motor Vehicles detailing the reason they believe this person is an unsafe driver and requesting the person be re-tested. The information should include, at a minimum, the person's name, date of birth and social security number. This form shall be reviewed by the Operations Commander prior to mailing.
 - ii. Included with this complaint form should be copies of any citations or crash reports on file regarding the individual.
 - iii. Mail this information to:
 - ◆ Driver Services Bureau
 - ◆ Department of Motor Vehicles St. Francis Drive, Santa Fe, NM 87503
3. If family members express concern about the driver, they should be advised that they also may send a letter to the above address and that a Department of Motor Vehicles supplies a "Medical Report" which can be completed by a physician.

N. Traffic Control

1. Manual traffic direction is performed in emergency situations such as fire scenes; traffic crashes; downed power lines; defective, damaged or missing traffic control devices; during adverse road and weather conditions; and in areas determined to be problem areas. Officers are directed and required to control and direct traffic in the simplest and safest way possible and may include the manual operation of traffic control devices. Officers will use all available lighting to ensure the safety of themselves and the scene. **Officers actively involved in manual traffic direction are required to wear an issued traffic safety vest while directing/controlling traffic** at any time, i.e., directing traffic at structure fires, crashes, funeral escorts when out of their units, control around crime scenes. Officers working roadblocks/checkpoints will wear the traffic safety vests.
2. Officers should not park or allow anyone else to park inside the perimeter of a traffic situation where evidence could be destroyed. Officers that recognize

emergency vehicles within a crime scene should document the scene with photographs prior to letting the vehicle leave.

3. Officers can utilize barricades, cones and/or flares to assist in securing areas of concern. All safety precautions shall be adhered to.
4. Uniform hand signals shall be utilized and whistle techniques may be used by officers to communicate understandable messages and directions to any driver or pedestrian on the roadway coming into or close to an area where an emergency situation, or any circumstance, where officers are using manual traffic direction techniques.
5. Officers using manual traffic direction use open hand; stiff-arm techniques for stopping traffic flow and continued traffic flow.
6. Officers may indicate traffic signals with whistles along with hand gestures.

O. Special Events

1. As supervisors become aware of special events such as parades, demonstrations, and sporting events, a contingency plan will be developed for traffic direction. Such plans will address:
 - i. Entry and exit of vehicular traffic
 - ii. Parking facilities
 - iii. Spectator control
 - iv. Use of temporary traffic control devices

P. Fire Scenes

1. In the event of a fire or other emergency, officers will direct traffic as conditions may require in order to:
 - i. Expedite or direct traffic flow
 - ii. Safeguard pedestrians and motorists
 - iii. Safeguard emergency personnel, emergency operations and equipment
 - iv. The primary responsibility of officers in responding to fire calls is the protection of life, traffic control and crowd control. In responding to a fire call, officers should be cognizant of where the fire is in relation to intersections, fire hydrants and potential hose lines across the roadway and park accordingly.
 - v. Members of the Department have neither been trained in firefighting nor carry firefighting gear or equipment except a small chemical fire extinguisher. Before attempting to fight a fire or affect any rescue, officers should consider the safety hazards and potential for injury.

Q. Adverse Road and Weather Conditions

1. During periods of adverse road and weather conditions, officers will provide traffic direction and assistance as needed on an emergency basis.

2. If assistance is required from other County or State departments or agencies, such assistance will be requested through the Consolidated Dispatch Center (CDC). A list of contact numbers will be maintained in the CDC. Officers will maintain traffic manual traffic control until conditions are corrected or made safe for travel.

R. Hazardous Materials

1. Hazardous materials are those substances, which in quantity or form, constitute an unreasonable risk to the health and welfare of the public. They fall into such categories as gases, liquids, oxidizers, solids, corrosives, poisons, and radioactive materials. The primary duty of officers at the scenes of Hazardous Materials spills is containment, evacuation and/or crowd control. Such duties include:
 - i. Assessment from a safe distance and the notification of the appropriate department or agency through the CDC.
 - ii. Notify the on-duty shift supervisor of the situation. The On-duty shift supervisor is responsible for:
 - a. Conferring with the responding agency regarding the safe evacuation of the area and determining the size of a safe perimeter.
 - b. Notifying the appropriate Command Staff.
 - c. Ensure that involved police personnel in the hazard area are minimized.
 - d. Ensure that exposed or contaminated personnel are properly treated.
 - e. Ensure that the New Mexico State Police Hazmat Officer or other agency is notified.
 - f. Establish a safe perimeter around the scene using additional units or traffic control devices as may be necessary.

S. Temporary Traffic Control Devices

1. Temporary traffic control devices such as portable stop signs, barricades, or traffic cones may be used at locations where traffic control is required. The responsibility for requesting these devices rests with the person in charge of the scene.
2. The Department has the authority to place temporary traffic control devices when necessary for regulating, warning, or guiding traffic on any public roadway.
3. Officers may have occasion to override traffic control devices. The officers shall receive permission from the on-duty shift supervisor prior to overriding the device. Once permission has been obtained, officers may override the traffic control device until safe conditions are re-established.

T. Emergency Escorts

1. Officers of this Department will not escort any privately owned vehicles on an emergency.
2. Officers will not transport any victims of sickness or injury in a police vehicle unless authorized by the on-duty shift supervisor. The on-duty shift supervisor shall evaluate the existing conditions, gravity of the situation, the nature of the

emergency, and the availability of medical units to respond in a timely manner. Whenever possible and practical, the CDC will dispatch fire/rescue and/or medical personnel to the scene in lieu of police transport.

3. Officers may escort ambulances and medical units or block intersections if requested to do so while traveling Code 3.

U. Funeral Escorts

1. The Department offers this service to citizens of the community free of charge and only for the purpose of providing an awareness to other motorists on the road that a funeral procession is underway. Due to the nature of funeral escorts, however, caution must be used to decrease the potential for crashes or mistakes.
2. Upon arrival at the funeral, the officer will contact the funeral director or agent to confirm which cemetery is being used.
3. The officer will remind the funeral director that all traffic laws will be followed including stops at stop signs and appropriate actions at traffic light controlled intersections.
4. When the casket is removed from the building to the hearse, officers will stand at 'parade rest' unless the casket bears a member of the military or police officer. In such instance, the officers will stand at attention and salute the casket as it passes.
5. Officers conducting the funeral escort will lead the procession with emergency lights activated and will obey all traffic laws including speed regulations, stop signs and traffic lights at intersections.
6. Officers shall not exceed the posted speed limit while escorting a funeral.
7. Officers will not drive in a manner so as to endanger the public while on escort duty.
8. Officers will not block any intersection that is controlled by a stop sign or traffic signal.

V. Motorist Assistance

1. Officers will respond to the request for assistance by a motorist. A towing service may be requested, however, the motorist will be advised that all costs pertaining to the tow services are the motorist's responsibility and that the County does not pay for such services. The officer will request the CDC to contact the towing service requested by the motorist and provide the name of the motorist requesting the service. If the motorist has no preference, the towing service that is next on the rotation list will be called. If the vehicle is a traffic hazard, the officer should attempt to move the vehicle to safe location; standby and direct traffic; or take crash prevention measures (i.e., flares, traffic cones) until the hazard is removed.
2. The Department does not respond to calls for motorist assistance if the complaint is that keys are locked inside the vehicle or the vehicle cannot be started. The exception to this is if there is a child or pet locked inside and conditions require

immediate action. Motorists should be advised to seek assistance through other means (i.e., family, private company, etc.).

3. Officers shall take appropriate actions to ensure the safety of stranded motorists. They shall render emergency aid when and where possible or summon appropriate services for towing or mechanical repairs.

W. Traffic Hazards

1. Officers observing traffic hazards such as missing, downed, malfunctioning or damaged traffic signs or signals; downed power lines; large debris in the roadway; breaks in water or gas lines or mains; hazardous snow or icy conditions; defects in the roadway; street lights that are on during the day or off during the night; dead or injured animals; or other conditions that require other County departments or agencies to correct or repair, shall immediately notify the Consolidated Dispatch Center (CDC) and advise them of the condition and request that the appropriate department respond. If the hazard presents an immediate safety concern to the public, the officer shall stand by and take crash prevention measures (i.e., directing traffic) until the hazard has been corrected by the responding department.

X. Public Education

1. The Department stands committed to the concept of education as an important factor in prevention and law adherence. Whenever appropriate, the Department will preface any new or concentrated traffic enforcement with a period of public education or re-education.

Approved by:



Dino Sgambellone
Chief of Police

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206.00 Traffic Crashes Involving Department Vehicles			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.26.07		

I. PURPOSE

The purpose of this General Order is to set the policy and procedures for traffic crashes involving department vehicles.

II. POLICY

- A. It is the policy of the Los Alamos County Police Department that:
1. All traffic crashes involving Department vehicles, regardless of the amount of damage and whether or not there are any injuries, shall immediately be reported in compliance with the procedures set forth in this General Order.
 2. The officer investigating such crash shall do so in compliance with all Department policies and procedures, as well as State law.
 3. The officer investigating the crash will take the same enforcement action(s) as would be consistent with crash investigations not involving Department vehicles or non-members of the Department.
 4. If the investigating officer detects or determines that the member's actions relating to the crash were in violation of any Department policies, procedures or Orders, they shall be reported to the Office of the Chief, through their chain of command, for possible disciplinary actions in addition to any traffic law or ordinance violation(s).
 5. All members comply with the traffic laws of the State of New Mexico and Los Alamos County. Further that they exercise due care and safety in the operation of vehicles. Members shall wear seat belts while operating or riding in a Department vehicle.

III. DEFINITIONS

Department vehicle –

means and includes any vehicle registered to or owned by Los Alamos County and or the Department.

Traffic Crash –

means any incident in which a Department vehicle is involved in a collision with another vehicle, a fixed object, a pedestrian, or any event in which the vehicle(s) involved have been damaged (regardless of the dollar amount) or result in any injuries.

IV. PROCEDURES

A. Traffic Crashes occurring within Los Alamos County

1. If possible and not incapacitated, the member of the Department involved as the driver or operator of the Department vehicle shall immediately contact, or cause to be contacted, the Consolidated Dispatch Center (CDC) and advise the location of the crash; if there are any injuries and their extent; whether wreckers or traffic control is needed; if hazardous materials (such as spilled gasoline) is involved; and if any other agency or agencies need to be advised (e.g., Wildlife, Animal Control, Utilities, etc.).
2. If the driver/operator of the Department vehicle involved is non-sworn, civilian, or a volunteer, CDC personnel shall immediately dispatch a patrol officer to investigate the crash and immediately notify any other units or agencies as necessary.
3. If the driver/operator of the Department vehicle involved is a sworn officer, the CDC shall notify a sergeant or higher ranking officer, who shall conduct or direct the investigation. CDC personnel shall immediately dispatch all appropriate units and agencies as may be requested or needed.
4. The CDC shall immediately notify senior Command personnel if the crash involves serious injuries or a fatality. In cases of serious bodily injury, life threatening injuries or death, the Chief of Police, or his or her designee, may direct that the New Mexico State Police be contacted and requested to conduct the investigation.
5. The Operations Commander or other Senior Command personnel shall make sure that Risk Management is notified and that a "Notice of Accident/ Liability" and property damage report form is completed and forwarded.
6. The investigating officer shall cause the Office of the Chief to be notified, through their chain of command, of all crashes involving Department personnel and/or vehicles.
7. In incidents where a Department member is seriously injured or killed, the Chief of Police, if possible, shall contact the member's family in person, or direct that a Command Officer make personal contact. A Chaplain shall accompany the Chief or his or her designee. All possible assistance will be rendered to the member's family to include transport to and from the hospital and family care. The Chaplain will render all possible assistance in accordance with their duties and Department policies.

B. Traffic Crashes occurring outside of Los Alamos County

1. All members of the Department driving or operating a Department vehicle involved in a traffic crash outside of Los Alamos County shall, if possible and if they are not incapacitated, immediately notify the proper law enforcement agency, render assistance to any injured, and cooperate fully in the crash investigation.

2. As soon as possible following the crash, and after complying with Section IV. B. 1, of this General Order, immediately above, the member shall notify as soon as possible, or cause to be notified as soon as possible, the Los Alamos County CDC, a Department supervisor or a Command Officer.
3. The supervisor or Command Officer shall provide any necessary assistance and instructions as to a response vehicle, towing, notifications and/or other appropriate actions. They shall assure that Risk Management is advised and that a "Notice of Accident/Liability" and property damage report form is completed and forwarded.
4. A Command Officer shall contact the agency that investigated the crash and any other agencies involved to request a copy of the crash investigation and/or copies of other reports or claims for Department evaluation and analysis, processing, investigation, and actions as deemed appropriate.

Approved by:



Dino Sgambellone
Chief of Police

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207.00 Los Alamos Public Schools			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.18.01, OPR.04.05		

I. PURPOSE

The purpose of this General Order is to provide guidance to officers responding to calls for service and dealing with incidents on school property during school hours or school-sanctioned events.

II. POLICY

It is the policy of the Los Alamos County Police Department to conduct investigations and related police business on school property in conformance with accepted legal practices and in recognition of the authority and responsibility of school officials to manage the school environment.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. Memorandum of Agreement

1. The Los Alamos Police Department has a Memorandum of Agreement (MOA) with the Los Alamos Public Schools. This document dictates the roles and responsibilities of all School Resource Officers and Juvenile officers performing duties at all LAPS facilities and events. This MOA will be evaluated on an annual basis.

B. General

1. Responding to calls for service or conducting investigations, or performing extra-duty assignments on school property requires and understanding of the limitations and requirements placed on law enforcement officers by law and the responsibility of school authorities for supervision of children under their care.
2. This policy pertains to the dealings with juveniles on school property during school hours. It does not pertain to juveniles using school facilities legally after school hours or juveniles trespassing or committing offenses on school property after school hours.

C. Interviewing/Interrogating Students

1. Except when exigent circumstances exist or during arrest situations as outlined in this policy, officers should notify school administration prior to conducting

investigations or interviews. Officers should request a private room or other appropriate area for purposes of questioning.

2. Upon request to do so, school officials may be present as observers during interviews or questioning of students.
3. Officers shall not enlist school officials or employees to conduct interviews, inquiries or similar fact-finding activities regarding students as part of an investigation.

D. Arrest/Removal of Students

1. Students should not be removed from school property without notifying the school administration unless exigent circumstances exist. Officers are responsible for insuring that the youth's parent(s), guardian(s), or a responsible adult is notified of the youth's removal from school, irrespective of the of the responsibility of school officials to make such notifications.
2. Unless exigent circumstances exist, officers should avoid making custodial arrests on school grounds when such arrests may be made effectively elsewhere.
3. Officers will use handcuffs or other restraining devices when making arrests in schools as a matter of procedure to ensure the security of juvenile arrestees and the safety of officers and others.
4. Arrests of juveniles on school property should, to the degree possible, be conducted so as to minimize embarrassment to the student and disruption of school activities and functions.

E. Searching Students and Property

1. Police searches of students and their property on school premises are generally subject to the same legal requirements for a search warrant and probable cause as other searches. Occasional exceptions may exist due to case law.
2. Searches conducted by school officials upon the request of, or with the active participation of the police, require a search warrant.
3. Officers may only accompany school officials who are conducting a search without a search warrant, if requested by a school administrator for safety purposes

Approved by:



Dino Sgambellone
Chief of Police

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209.00 DUI and Checkpoints			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.07.04, 06, 07, 08		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the enforcement of statutes relating to the driving of a motor vehicle while under the influence of alcohol and/or drugs and/or other substances (DUI) and the periodical establishment of DUI Checkpoints.

II. POLICY

It is the policy of the Los Alamos County Police Department to actively enforce DUI statutes and periodically establish DUI Checkpoints thereby contributing to the overall safety of the community by preventing death, injury and damage caused by individuals operating a motor vehicle while DUI.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

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A. Enforcement

1. Officers suspecting that the operator of a motor vehicle is under the influence of alcohol, drugs and/or other substances, may take the following actions:

B. Routine Traffic

1. Observe the suspect's driving behavior for a safe distance to determine reasonable suspicion or probable cause to stop the vehicle. The officer should activate the vehicles video recording equipment (if the vehicle is so equipped).
2. Notify the Consolidated Dispatch Center (CDC) of the vehicle's license number or description; the location of the stop; the number of occupants; and the reason for the stop.
3. Stop the vehicle at a safe location for the protection of both the officer, the suspect vehicle operator and any other vehicular traffic.
4. Observe the suspect driver to determine if s/he may be under the influence of alcohol, drugs and/or other substances. Once this is determined, request the suspect driver to take sobriety tests as described in the following Section C of this General Order.

5. When it is determined that the person may be impaired, s/he should be placed under arrest.
6. The suspect's vehicle may be towed in accordance with General Order 315.01 – Vehicle Towing and Impounding – or released to a responsible and sober third party at the officer's discretion.
7. Advise the suspect of the Implied Consent Act and request him/her to give a sample of their breath, blood, or both. If the suspect refuses, inform him/her of the consequences of refusing. If a substance other than alcohol is suspected, a blood test should be requested.
8. Transport the suspect to the Los Alamos County Detention Center for booking and a breath test. If the person has indicated that s/he will submit to a breath test but the arresting officer is not certified to perform the test, a certified operator will be requested to perform the test.
9. If the blood test is requested, the person will be transported to the Los Alamos County Medical Center and a blood test kit approved by the New Mexico Department of Health shall be used. The process of withdrawing blood will be performed in accordance with New Mexico statutes.

C. Crash Investigations

1. If there is probable cause that a driver involved in a crash is intoxicated, the procedures as above apply with the following exceptions:
 - i. If injuries sustained in the crash are fatal, life-threatening, or may result in serious bodily harm, the on-duty Shift Supervisor or Operations Commander and the Assistant District Attorney will be contacted prior to any charges being filed.
 - ii. If the driver sustained injuries that require hospitalization, the subject will be placed under arrest. If possible, a blood kit will be requested. All associated paperwork, forms and reports will be completed by the arresting officer and arrangements made to release the subject pursuant to his or her own recognizance as approved by the court having jurisdiction.
 - iii. If the driver left the scene of the crash and is later located, no arrest will be made without first developing probable cause for a criminal complaint.

D. Sobriety Tests

1. Standardized Field Sobriety Tests (SFSTs) shall be administered unless medical/age impairments exist. Alternative sobriety tests will be administered if SFSTs are not appropriate.

E. Required Paperwork for DUI Arrests

1. **Arrest Report**: An arrest report will be completed on each DUI arrest. The narrative section of the report should detail the series of events that led to the subject's arrest for DUI.
2. **DUI Citation**: A DUI Citation and Officer's Statement, on a form approved by the State, will be completed on each DUI arrest.
3. **Criminal Complaint**: A Criminal Complaint, Municipal or Magistrate, depending on the appropriate jurisdiction, will be completed on each DUI arrest. If this is a second or subsequent arrest, it must be annotated on the Criminal Complaint.
4. **Intoxilyzer Report**: A copy is given to the suspect; a copy is attached to the MVD paperwork; and a copy is attached to the arrest report and forward the Officer's supervisor and then to Records.
5. **Blood Kit Report**: A Blood Kit Report, on a form approved by the State, will be completed on any DUI arrest where a blood sample is drawn in addition to, or in lieu of, a breath sample.
6. **Notice of Revocation**: If the subject has a valid, current New Mexico Driver's License in their possession, and the BAC was over .08 for drivers 21 years of age or older or .02 for drivers under the age of 21, or if the test is refused, the driver's license will be confiscated and a "Notice of Revocation" will be provided to the offender. The driver's license will be attached to the arrest and upon its arrival in Records, Records will forward the license to MVD.
7. **Crash Report**: If the DUI arrest is part of a traffic crash, the Officer will complete a State Traffic Crash Report.
8. **Vehicle Towing and Impounding**: If appropriate, the DUI vehicle will be towed and impounded (or released) in accordance with General Order 216.00 – Vehicle Towing and Impounding.

F. Breath Testing Instrument Operation

1. Only officers who have been certified to operate the breath-testing instrument will perform any tests for subjects arrested for DUI.
2. The subjects will be informed of the Implied Consent Act and a 20-minute deprivation period will be observed with no substances in their mouth.
3. After the deprivation period time has expired, the subject will be requested to provide a sample of his or her breath, blood, or both. If the subject refuses, s/he will be advised of the consequences for refusing to submit to the testing of their breath, blood, or both.
4. If the subject agrees to provide a breath sample, the certified operator of the breath testing instrument will conduct the test in accordance with the rules and regulations established by the New Mexico Department of Health.

5. After testing is completed, the subject will be provided with a copy of the results as soon as they are available to the officer.
6. Officers will ensure that the required information is entered into the Intoxilizer Log Book.

G. Blood Testing

1. The breath test is the most preferred manner of testing a subject's BAC, however, there are times when a blood test is preferred.
2. If a subject's BAC is low, and in the officer's opinion is not consistent with his or her apparent level of intoxication, the officer may choose to complete a blood test to check for drugs or other substances.
3. If the subject sustained injuries as a result of a crash and in all likelihood will not be able to perform a breath test, a blood test will be requested.
4. If a blood test is requested, the person will be transported to the Los Alamos Medical Center and a blood test kit approved by the New Mexico Department of Health shall be used. The process of withdrawing blood will be in accordance with applicable New Mexico statutes.
5. When a blood test is used, the "Notice of Revocation" will not be forwarded to the MVD, but will be maintained in the case file until the results are returned. Once they have been received, the arresting officer should forward a copy of the "Notice of Revocation" and the original test results to Records to be placed in the subject's arrest file.
6. Once the defendant has submitted to a test(s) of the officer's choosing, they may request a test of their own for independent testing. If a blood test is requested, the following procedures will be used:
 - i. The subject will either be transported to the Los Alamos Medical Center's Emergency Room for the blood draw using the standard procedure or the subject will be allowed to contact his or her personal physician by phone to make arrangements to meet at the Medical Center to draw the blood.
 - ii. A standard blood kit approved by the State will be used regardless of who draws the blood.
 - iii. Once the blood is collected, the arresting officer will complete a blood sample receipt and attach it to the blood sample and place them in an evidence locker.
 - iv. The arresting officer will provide the suspect a copy of the blood sample receipt form as a receipt for the blood. The officer will advise the subject of their responsibility to advise the Department evidence custodian which independent laboratory they want their sample sent to

- v. The blood sample will be maintained in evidence at the Department for a minimum of 30-days. If the defendant has not contacted the evidence custodian by the end of the 30 days, the blood sample will be destroyed.

H. Sobriety Checkpoints

1. Sobriety Checkpoints are an established means of deterrence and public education and have withstood Constitutional scrutiny when properly implemented. The effectiveness of a sobriety checkpoint should be measured by the reduction of alcohol related crashes and not simply the number of persons arrested as a result of a checkpoint.

I. Site Selection and Safety Concerns

1. In order to conduct a Sobriety Checkpoint, the approval of the Police Operations Bureau Commander, or his or her designee, must be obtained on department form that includes a site plan where checkpoint will be held, prior to the establishment of each Checkpoint.
2. Selection of Sobriety Checkpoint sites must consider the safety of the public and all law enforcement personnel involved in the operation. Locations selected must have maximum visibility to traffic from both directions with adequate safety lighting. In addition, sufficient adjoining space must be available to pull suspect vehicles off the roadway for further inquiry and investigation if reasonable suspicion of DUI (or other crime) is developed.
3. Site selection is based on selective enforcement criteria, considering the time of day, day of week, location, number of fatal or other alcohol related crashes, and DUI arrests. Such data is available from the New Mexico Highway and Transportation Department, the Transportation Planning Division of the Traffic Safety Bureau, and from data presented by the Crime Analysis Unit of the Department.
4. To ensure maximum safety for the public and enforcement personnel, a sufficient number of warning signs, portable lights, traffic cones, and police units with flashing warning lights should be utilized. A combination of these items are to be strategically located as to alert motorists approaching the Checkpoint. The Checkpoint supervisor will determine which warning devices will be utilized based on the location and time of day. Additionally, law enforcement personnel are to be equipped with flashlights at night and dress in a manner which will readily identify them as law enforcement personnel and the wearing of Department issued traffic safety vests. The designated area for further investigation of suspects must be well lit and or relatively level ground to conduct field sobriety tests.

J. Notice to the Public and Media

1. The publicity that precedes a Sobriety Checkpoint operation serves to educate and inform the public of the Department's enforcement efforts. The media attention is aimed at deterring the potential DUI offender. Advance notice to the public must be made. Advising the Department's Media Relations or Public Information Officer

should be done a minimum of ten (10) days of the operation. The inclusive dates of the intended checkpoints are announced without disclosing the precise locations. The specific media utilized will be determined by the Department's Media Relations/PIO.

K. Personnel and Equipment

1. An appropriate number of law enforcement personnel must be assigned to the checkpoint for traffic control, address motorists, conduct sobriety tests and transport individuals. Consideration should be given to anticipate the volume of traffic at the proposed checkpoint location and the number of officers to be utilized should be chosen accordingly. Minimally, one certified checkpoint supervisor must be present at the checkpoint at all times to make supervisory decisions.
2. The officer who first detects the suspected DUI offender should complete all aspects of the field sobriety testing and arrest. Transporting of the individual, booking, and further processing may be completed by other uniformed officers as necessary and at the direction of the checkpoint supervisor.
3. Assistance from other law enforcement agencies may be solicited with the approval of the Chief of Police. However, all participating officers shall be thoroughly briefed on the procedures to be followed and all aspect of the operation.
4. All necessary equipment should be readily available at the checkpoint site. All law enforcement personnel assigned to the checkpoint will be in full uniform and wear Department issued traffic safety vests while at the checkpoint site.

L. Operational Procedures

1. Every vehicle is to be stopped, except as provided in this section.
2. The occupants are to be told the purpose of the stop. The driver, primarily, is to be questioned, since driving while under the influence of intoxicating alcohol, drugs and/or other substances is the purpose for the checkpoint.
3. Vehicles should be detained no more than approximately two minutes, unless reasonable suspicion exists that the driver is DUI or that another crime or violation has been committed by any occupant of the vehicle.
4. Sufficient adjoining space must be available to pull vehicles off the roadway for further inquiry when reasonable suspicion of a DUI or other criminal activity is developed.
5. If traffic begins to back up creating traffic congestion, all stopped vehicles are to be waved through the checkpoint at the discretion of the checkpoint supervisor.
6. The duration of the checkpoint should not exceed five hours.

7. Officers participating in the checkpoint operation who make any arrests, will complete all required paperwork prior to going off-duty.
8. Upon completion of the checkpoint operation, or soon thereafter, the checkpoint supervisor shall complete a "Sobriety Checkpoint Activity Report," review and approve all paperwork (such as citations, arrest reports, etc.) related to the checkpoint and make sure it is placed in Records for processing before going off-duty.

Approved by:



Dino Sgambellone
Chief of Police

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210.00 Domestic Violence and Abuse			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.12.01, OPR.13.01		

I. PURPOSE

The New Mexico legislature has determined that Domestic Violence and Abuse incidents are complex and require specific actions on the part of law enforcement officers who respond to such events. The purpose of this General Order is to establish procedures for members of the Los Alamos County Police Department as they relate to Domestic Violence and Abuse in accordance with State law.

II. POLICY

It is the policy of the Los Alamos County Police Department to comply with State law and to take a pro-arrest position regarding domestic violence and abuse offenses. Once arrest criteria and probable cause are established, an arrest will be made regardless of the victim's willingness to cooperate in the prosecution of the offender. The Department's primary concerns are victim safety and offender accountability. When probable cause cannot be established for an arrest, every effort shall be made to assure the safety of victims and children. The State of New Mexico and the Department discourages dual arrests of persons involved in incidents of Domestic Violence or Abuse. In making arrests for such offenses, officers shall seek to identify and consider whether one of the parties acted in self-defense (40-13-1.1 NMSA 1978).

III. DEFINITIONS

CHILD – means any person who is less than eighteen (18) years of age (per 30-6-1.A(1) NMSA 1978).

CHILD ABUSE – (Per 30-6-1.D NMSA 1978) Abuse of a child consists of a person knowingly, intentionally or negligently, and without justifiable cause, allows or permits a child to be:

1. Placed in a situation that may endanger the child's life or health;
2. Tortured, cruelly confined or cruelly punished; or
3. Exposed to the inclemency of the weather.

CO-PARENTS – means persons who have a child in common, regardless of whether they have been married or have lived together at any time (40-13-2.A NMSA 1978).

CORPORAL DISCIPLINE – means action taken by a parent or guardian for disciplinary purposes of a child, provided it does not harm the child. Factors to be considered:

1. Age of the child
2. Prior history of injuries to the child
3. The location of the injury
4. The multiplicity of the injuries

5. Type of trauma inflicted on the child

COURT – means the District Court of the judicial district where the alleged victim resides or is found (40-13-2.B NMSA 1978)

DOMESTIC VIOLENCE or ABUSE – means any incident by a household member against another household member resulting in (per 40-13-2.C NMSA 1978)

1. Physical harm;
2. Severe emotional distress;
3. Bodily injuries or assault;
4. Threat causing immanent fear of bodily injury by any household member;
5. Criminal trespass;
6. Criminal damage to property;
7. Repeatedly driving by the residence or workplace of the victim;
8. Telephone harassment;
9. Stalking;
10. Harassment; or
11. Harm or threatened harm to children as set forth in the Definitions Section of this General Order.

EX PARTE EMERGENCY ORDER OF PROTECTION – means a court order granted for the protection of victims of Domestic Violence or Abuse (40-13-2.2) on an urgent or emergency basis.

HOUSEHOLD MEMBER – means a spouse, former spouse, parent, present or former stepparent, present or former parent in-law, grandparent or grandparent in-law, child, stepchild, grandchild, co-parent of a child, or a person with whom the petitioner has had a continuing personal relationship. Cohabitation is not necessary to be deemed a household member for the purposes of this section (30-3-11 NMSA 1978) and/or (40-13-2.D NMSA 1978).

ORDER OF PROTECTION – means a court order granted for the protection of victims of Domestic Violence or Abuse (40-13-2.E NMSA 1978).

PRIMARY OFFENDER/AGGRESSOR – means the person who first initiates unwanted physical contact in a rude, offensive or angry manner or intentionally causes bodily harm to another person. Due consideration should be given to whether a person is simply defending him or herself or another family member who was in immediate danger.

IV. PROCEDURES

A. General

1. Domestic Violence and Abuse is a pervasive problem in our society. It is a learned behavior often passed on from generation to generation. Family violence has been shown to be a root cause of many other types of violent behavior. Law enforcement officers have the capability of stopping the escalation of violence in the family by making custodial arrests of offenders. Physical custody arrests, when warranted, provide the most effective deterrent to future violence and abuse in the family. Such arrests initiate prosecution, family safety, and counseling of affected parties thereby helping to break the cycle of violence.

B. Responsibilities of Department Personnel

1. Consolidated Dispatch Center (CDC) personnel can assist in the prosecution of domestic violence and abuse cases by obtaining valuable information at the time of the call for service. CDC personnel should never ask if the victim wishes to prosecute. Copies of all tapes and other computer-generated evidence will be stored by the CDC in keeping with current operational standards procedures and to make the evidence available as may be requested by proper supervisory authority.
2. Patrol Officers will thoroughly investigate allegations of domestic violence and abuse and attempt to establish probable cause by adhering to the following:
 - i. Interview involved parties separately and out of visual and hearing range of the other(s) without compromising officer safety.
 - ii. Determine if the relationship is domestic and what crime has occurred.
 - iii. Determine the predominant aggressor. If there are co-combatants, evidence such as interviews with neighbors, defensive injuries, past history of violence and witness(es) statement(s) shall be reviewed. Every means of identifying the single primary aggressor shall be exhausted prior to the custodial arrests of dual combatants.
 - iv. Determine if there has been an occurrence of child abuse and then take the necessary action, that may include:
 - a. Taking enforcement action and making arrests when appropriate and when probable cause has been established.
 - b. Notification of the New Mexico Children, Youth and Families Department (CYFD).
 - v. Every effort shall be made to obtain written statements from the victim(s) after probable cause has been established detailing the victim's account of the incident.
 - vi. Every effort shall be made to obtain a written statement from the suspect (prior to arrest).
 - vii. Every effort shall be made to obtain written statements from witnesses including children and neighbors.
 - viii. Every effort shall be made to photographs of the crime scene, including the victim's and suspect's physical injuries.
 - ix. Every Domestic Investigation that Officers respond to, MUST offer "victim's rights" to each party involved. These rights, afforded by the State of New Mexico, offers "victims" involved in Domestic Situations resources to assist them in dealing with these occurrences. An LAPD Domestic Violence Victim Resources form contains all required information to be given to the victim of Domestic Violence. This form is in triplicate form to insure the victim is given a copy, a copy for case file and a copy

3. Existence of Probable Cause

- i. The investigating officer shall take whatever steps are reasonably necessary to protect the victim from further domestic abuse, including, arresting the alleged perpetrator when appropriate and including a written statement in the attendant police report and probable cause statement to indicate that the arrest of the alleged perpetrator was, in whole or in part, premised upon probable cause to believe that the alleged perpetrator committed domestic abuse against the victim and, when appropriate, indicate that the party arrested was the predominant aggressor. Reference 40-13-7 NMSA
- ii. If the suspect has fled the scene, the investigating officer will try to locate during his or her tour of duty. Prior to the completion of his or her tour of duty, the officer will complete all necessary paperwork for the request of an arrest warrant or criminal summons for the suspect based on the recommendation from the Office of the District Attorney.

4. Lack of Probable Cause

- i. If probable cause cannot be established, the information will be documented in a case report. Efforts to assure the immediate safety of the victim will be made, such as transportation to a shelter or to the home of a nearby relative or friend.

5. Investigations

- i. Any additional investigation not completed by patrol personnel will be forwarded to the Investigations Unit for follow-up if approved by the Investigations Unit Supervisor and/or Operations Bureau Commander. Patrol officers will first obtain permission from their Shift Supervisor prior to referring cases to Investigations.

C. Reporting

- 1. A written report will be completed on all calls for service having a final CAD classification of Domestic Violence, Domestic Abuse or Domestic Disturbance. All such reports shall be completed and submitted prior to the end of the officer's shift. All such written reports shall be closed with one of the following recommendation of findings:
 - i. An act of Domestic Violence or Abuse did not occur or closed out as a Domestic- No charges.
 - ii. An act of Domestic Violence or Abuse may have occurred but there is insufficient evidence to support any prosecution.
 - iii. A Domestic Disturbance took place but did not meet the required definitions for Domestic Violence or Abuse and case was cleared as Domestic-No Charges.
 - iv. If an arrest is not made, the officer shall notify his or her Shift Supervisor and ask for direction prior to the conclusion of the investigation.
 - v. Probable cause was established and the suspect was arrested.

- vi. Probable cause was established, however the suspect could not be located. The case and a request for an arrest warrant or criminal summons was forwarded to the Office of the District Attorney.

D. Officer/Public Official as Suspect

1. Circumstances may arise where a law enforcement officer or public official is the suspect of Domestic Violence or Abuse. Officers responding to these cases shall remain neutral and objective throughout the investigation. A suspect officer/public official will be arrested and processed in the same manner as any other suspect. The Shift Supervisor will be notified as soon as possible and will determine whether his or her response or that of any command staff personnel is necessary. The Shift Supervisor will insure that the suspect officer's chain of command is notified and, in the case of a Los Alamos County Police Officer, the appropriate Internal Affairs process is initiated.

E. Release from Custody

1. The Detention Center staff shall make a reasonable attempt to notify the victim that the arrested household member has been released from custody (per 40-13-7.C NMSA 1978).

F. Orders of Protection

1. A victim of Domestic Violence or Abuse may petition the court under the Family Violence Protection Act for an order of protection.
2. The petition shall be made under oath or shall be accompanied by a sworn affidavit setting out specific facts showing the alleged domestic violence or abuse.
3. The petition shall state whether any domestic action is pending between the petitioner and respondent.
4. If any domestic action is pending between the petitioner and the respondent, the parties shall not be compelled to mediate any aspect of the case arising from the Family Violence Protection Act unless the court finds that appropriate safeguards exist to protect each of the parties and that both parties can fairly mediate with such safeguards.
5. Any action brought under that Act is independent of any proceeding for annulment, separation or divorce between the petitioners and respondent.
6. Any remedies granted are in addition to other available civil or criminal remedies.
7. If the petition is accompanied by an affidavit showing that the petitioner is unable to pay the costs of the processing, the court may order that the petitioner be permitted to proceed as an indigent without payment of court costs. In determining the financial status of the petitioner for the purpose of this subsection, the income of the respondent shall not be considered.

G. Emergency Orders of Protection

1. In addition to Section F, above, the district court may issue an “Ex Parte Order of Protection” when a law enforcement officer states to the court in person, by telephone or via facsimile and files a sworn written statement, setting forth the need for an Emergency Order of Protection. If the court finds that there is reasonable grounds to believe that the petitioner or the petitioner’s child is in immediate danger of domestic abuse following an incident of domestic abuse by a household member, such order may be issued.
2. To protect family members and children from violence and/or abuse by a household member, officers may petition the court for an Emergency Order of Protection. In keeping with Department Policy on protecting citizens from crime, officers, through their supervisor, are authorized to file such petitions.
3. Petitions will include the facts regarding the incident prompting the petition and the location and phone number of the respondent, if known.
4. Officers who determine that such an order is appropriate shall confer with and get the approval of their immediate supervisor before filing such petition.

H. Domestic Responders

1. Responding officers will advise involved parties of the existence of a Domestic Responder Program. When involved parties request to meet with a Domestic Responder, every effort should be made to afford them that opportunity. It is the preferred practice of the Los Alamos County Police Department that the victims meet with Domestic Responders in a safe and secure area within the confines of Police Department’s Headquarters.
2. If the suspect has fled the scene and was not located/arrested, and the victim has requested to meet with a Domestic Responder, officers will adhere to the following procedures:
 - i. Officers will provide transportation for victims (and children, if applicable) or will otherwise escort them to Headquarters. A safe and private room will be made available for the victims and the Domestic Responder to meet in.
 - ii. If the victim refuses to meet with the Domestic Responder at Police Headquarters, but wishes to meet with the Domestic Responder at the victim’s residence or any other location, an officer will stay with the victim and the Responder until they have completed their meeting.
3. If an arrested party requests to meet with a Domestic Responder, arrangements will be made through the Detention Center staff. The staff will arrange for the Domestic Responder to safely meet with the arrested party inside the Detention Center.

I. Employee Involved Domestic Violence

1. The Department will adhere to a zero-tolerance policy towards police employee domestic violence and will not tolerate violations of the policy. The Department will provide ongoing training to every employee on domestic violence and the zero-tolerance policy throughout all phases of the officer’s career.
2. The Department shall use a variety of training techniques including in-service, roll-call, FTO, and training bulletins to regularly reinforce standards of effective

response and early warning/intervention techniques. The Department shall, either in response to observed warning signs or at the request of an officer, intimate partner, or other family member, provide non-punitive avenues of assistance before an act of domestic violence occurs. The Department shall inform officers of the procedure for seeking confidential referrals, either internally or externally, to confidential counseling services.

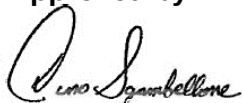
3. A disclosure on the part of any officer, employee, intimate partner or family member to any member of the Department that an employee has personally engaged in domestic violence will be treated as an admission or report of a crime and shall be investigated both administratively and criminally.
4. Supervisors shall be cognizant of and document any pattern of abusive behavior potentially indicative of domestic violence including, but not limited to: excessive and/or increased use of force on the job, stalking and inappropriate surveillance activities, unusually high incidences of physical altercations and verbal disputes, monitoring and controlling any family member or intimate partner through such means as excessive phone calling, stalking, discrediting and/or disparaging an intimate partner or family member, on or off-duty employee injuries or those of an intimate partner or family member, if known, deteriorating work performance, and drug and/or alcohol abuse.
5. When the supervisor notes a pattern of problematic behavior the supervisor shall address the behavior through a documented review with the officer. The report shall be forwarded to Command Staff in a timely manner to determine if discipline, psychological testing, counselor assistance, and/or additional training is warranted.
6. Employees are encouraged to take personal responsibility in seeking confidential referrals and assistance from the Department to prevent a problem from escalating to the level of criminal conduct. Employee who fail to report knowledge of abuse or violence involving a fellow officer, fail to cooperate with the investigation of a police employee abuse or violence case (except where the employee is the victim), interfere with cases involving themselves or fellow employees, or intimidate or coerce any witness or victim shall be subject to severe discipline.
7. Officers who learn they are the subject of a criminal investigation, regardless of jurisdiction, are required to immediately make a report to their supervisors and provide notice of the court dates, times, appearances, and proceedings. Failure to do so may result in severe discipline up to and including dismissal. Federal and State law prohibits police officers convicted of qualifying misdemeanor domestic violence crimes from possessing firearms.
8. Employees who learn they are the subject of any protective order proceeding, whether or not the order is issued and regardless of jurisdiction, shall immediately notify their supervisor and provide a copy of the order, if issued.
9. The Department shall accept, document, and preserve all calls or reports, including those made anonymously, regarding domestic violence. All reports of possible criminal activity implicating police officers in domestic violence shall be documented in accordance with the policies governing the handling of reports of domestic violence involving civilians. The on-scene supervisor shall forward a copy of the report alleging domestic violence by the employee to Command Staff and notify via public service if an arrest is made.

10. Communications shall assign a high priority to all domestic violence calls, including those that involve or appear to involve a police employee of any department. Communications shall immediately notify a patrol supervisor of any domestic call received that involves, or appears to involve, a police employee, regardless of the involved officer's jurisdiction.
11. Patrol officers responding to the scene of a domestic violence call or incident involving a police employee, shall immediately notify dispatch and request a supervisor of a higher rank than the involved employee, regardless of the officer's jurisdiction. If the Employee is the Chief of Police, his or her supervisor shall immediately be informed. The officers shall obtain needed medical assistance, address the immediate safety of all parties involved, secure the scene and preserve evidence, note all excited utterances, admissions and/or incriminating statements, and make an arrest if probable cause exists.
12. A supervisor of higher rank shall report to the scene of all police employee domestic violence incidents involving a police officer, regardless of the involved officer's jurisdiction. The supervisor shall ensure the crime scene is secured and that all evidence is collected. The supervisor shall inquire as to the safety of all children present at the time of the incident and, when appropriate and necessary, interview children separately from other parties. In cases where probable cause exists, the on-scene supervisor shall ensure an arrest is made or a packet is completed if the offender is no longer on-scene. A call to the District or County Attorney may be prudent depending upon the circumstances. If the victim has left the scene, the supervisor shall make every effort to follow through on the investigation and attempt to locate the victim. Whenever an employee is arrested, the supervisor shall relieve the accused employee of all service weapons regardless of whether the employee is a member of the responding department. All other firearms owned or at the disposal of the accused employee shall be seized and submitted to the property room. The officer's Department ID card with the door entry reader shall be confiscated and the employee shall be advised not to enter the Department without supervisory escort.
13. The supervisor shall ensure the victim is informed of the judicial process and victim rights, the Department's policy, and community resources. Whenever a police employee involved domestic does not result in an arrest or a warrant is not sought, the on-scene supervisor shall explain in a written report the circumstances of the incident. The supervisor shall notify the Command Staff, and the Chief of any accused officer's agency if it involves an employee from another jurisdiction. That notification shall be documented.
14. In responding to domestic violence incidents where the victim is a police officer, standard domestic violence response and investigation procedures shall be followed. In responding to domestic violence incidents where the parties involved are both police officers, standard domestic violence response and investigation procedures should be followed. After probable cause and dominant aggressor are determined, an arrest shall be made, when appropriate, and all service weapons of the accused employee confiscated. Consultation with the District Attorney is recommended in cases where their legal guidance would be beneficial to the investigation.
15. Arrest warrants charging police officers with domestic violence and protective orders issued at a later time shall be served by no fewer than two officers with at least one

being of senior rank to the employee being served. In cases where firearms have not been previously seized, firearms shall be seized.

16. The Department shall conduct separate parallel administrative and criminal investigations of alleged incidents of police employee domestic violence in a manner that maintains the integrity of both investigations and promotes zero tolerance. Regardless of the outcome of the criminal case, the department shall uphold all administrative decisions. If the facts of the case indicate that domestic violence has occurred or any department policies have been violated, administrative action shall be taken independent of any criminal proceedings as soon as practicable. In the event a protection order expires or the victim asks that the case be dismissed the Department shall still conduct a thorough administrative investigation.
17. If an investigation of an incident uncovers employees who had knowledge of violence on the part of an employee but failed to notify the Department or engaged in actions intended to interfere with the investigation, the Department shall investigate those employees and take disciplinary action and criminally charge as warranted.
18. Any employee convicted through criminal proceedings of a domestic violence crime may be terminated from the Department.

Approved by:



Dino Sgambellone
Chief of Police

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211.00 Command Staff Notification			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to provide Command Staff personnel of the Los Alamos County Police Department with timely and effective information concerning significant incidents involving Department personnel, incidents occurring within Los Alamos County or that may impact the County and/or the Department. This General Order is will serve as an additional measure to augment the existing information flow within the Department.

II. POLICY

1. It is the policy of the Los Alamos County Police Department to provide timely, important and accurate information to the Chief of Police and members of the Command Staff about significant incidents involving Department personnel, public safety incidents occurring in the County or that may impact or affect the County and/or Department.
2. It is the policy of the Los Alamos County Police Department to have a fully informed and reactive Command Staff structure that supports the overall efforts of Department employees and to aid them in the decision making process.

III. DEFINITIONS

COMMAND STAFF – means the Chief of Police, Deputy Chief, Police Operations Department Commander, Staff Services Department Commander, Emergency Management Commander, Detention Supervisor, CDC Supervisor, and Records Supervisor.

COMMAND SUPERVISOR – means a Commander of the Department.

CONFIRMATION – means a personal, direct conversation between Command personnel and personnel of the CDC and/or a Department supervisor or designee either in person, via telephone or radio verifying receipt of the information when required.

CONSOLIDATED DISPATCH CENTER (CDC) – means the Department's primary communications center for emergency radio and telephone contact.

DEATH OR NEAR DEATH INJURY – means an injury that has caused death or is likely to result in death.

EMPLOYEE – means any employee of the Department, sworn or non-sworn.

GROUP COMMAND STAFF NOTIFICATION – means the entire Command Staff.

INDIVIDUAL COMMAND STAFF NOTIFICATION – refers to specific individual Command Staff notifications (less than a Group Command Notification) as outlined in the PROCEDURES section of this General Order.

MAJOR REQUEST FOR ASSISTANCE – means requests for assistance beyond normal routine the capabilities and resources readily available from on-duty personnel at the time of the incident.

MINOR INJURY – means an injury requiring medical treatment but not needing admittance to a hospital.

NOTIFICATION – means direct communication with a member of the Command Staff either in person or via telephone or Department radio.

POLICE OPERATIONS DEPARTMENT COMMAND STAFF NOTIFICATION – means notifications made to the Command personnel in the Police Operations Bureau.

POLICE SERVICES DEPARTMENT COMMAND STAFF NOTIFICATION – means notifications made to Command personnel in the Police Services Bureau.

RANKING OFFICER – means the full-time, salaried, sworn member of the Department having the highest rank or seniority in rank on-duty or on-call within the geographic boundaries of Los Alamos County at the given time.

SERIOUS INJURY – means an injury requiring admittance to a hospital but that is not likely to result in death.

IV. PROCEDURES

A. Command Staff Notifications

1. The Consolidated Dispatch Center (CDC) is the primary unit responsible for the delivery of notifications to Command Staff personnel. Utilizing the procedures in this General Order, the ranking officer or supervisor on-duty will be responsible for personally making Command Staff notifications or directing that the CDC or other personnel make such notifications in a timely and appropriate manner.
2. In the event of a situation requiring Command Staff notification, such notification will be made in the most expeditious and appropriate manner. Employees making such notifications should use discretion and consider if making contact via cell phone or regular telephone rather than by radio is most appropriate as radio communications are monitored by members of the public.
3. In the event that cell phone, telephone or radio communications is not readily available, the most expeditious contact should be made (e-mail, messenger, etc.). However, efforts to make contact by cell phone, telephone or radio should continue until contact is made or instructions from competent authority direct that contact efforts can be discontinued.
4. All Command Staff officers are responsible for ensuring that the CDC has current contact information. This includes phone numbers where they can be contacted if their cell, office and residential phones will not be available.

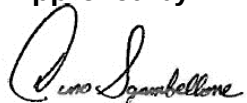
5. All such cell and telephone numbers shall be maintained in a quick reference file at the CDC.
6. Employees shall not initiate Command Staff notifications unless or until directed to so by the supervisor or ranking officer on-duty. However, nothing in this General Order prohibits CDC or other personnel from inquiring of the supervisor or ranking officer on-duty if such contacts should be initiated.
7. The employee making such notifications will be prepared, as much as possible, to answer questions regarding the cause of the notification.
8. In the event a Command Staff Notification, it will be up to the discretion of the individual Command Officer contacted to take whatever action deemed necessary and/or appropriate in response to the notification unless otherwise directed in the notification.
9. Command Staff Notifications of incidents not delineated, specified or described in this General Order may be made at the discretion of the supervisor or, in his or her absence, the ranking officer on-duty. When in doubt, it is better to initiate a notification to the next higher individual in the chain of command for guidance.

B. NOTIFYING THE CHIEF OF POLICE

- i. The Chief of Police and Command Staff will be notified immediately via email, unless otherwise noted, or as soon as practical of the following incidents by a supervisor in charge of the incident or his or her designate. Email notifications will be entitled, "Chief's Report."
2. The following require a **phone call to Command Staff** and a Chief's Report:
 - i. Assaults/Injury on/to department personnel resulting in hospital treatment
 - ii. Homicide or Felonious Assault
 - iii. Hostage/Barricade Situation
 - iv. Employee actions that result in serious physical harm or death of another
 - v. Serious incidents involving off duty personnel
 - vi. Fatal or life threatening traffic crashes
 - vii. Suicides
 - viii. Suspicious/Accidental Deaths
 - ix. Incidents involving Senior County or Lab Management personnel
 - x. All in-custody deaths
 - xi. Any incident in the supervisor's opinion will result in wide-spread media coverage
3. The following require a **phone call to the Commander/Supervisor** in charge and a Chief's Report:
 - i. Escapes
 - ii. Discovery of a real or suspected explosive device
 - iii. Accidental Discharge
 - iv. Violations of policy likely to result in discipline
 - v. Serious Felonies
 - vi. In-custody Injuries

- vii. On-duty injuries to employees that do not require medical treatment
4. The following require a Chief's Report to Command Staff via email:
- i. Minor incidents involving off duty personnel
 - ii. incidents involving immediate family members of employees
 - iii. Incidents involving County Employees

Approved by:



Dino Sgambellone
Chief of Police

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212.00 Specialized Units Call-Out Criteria			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.02.05		

I. PURPOSE

The purpose of this General Order is to set forth standard criteria for the Call-Out of specialized units and personnel of the Los Alamos County Police Department to assist in the delivery of professional and specialized police services to the community.

II. POLICY

It is the policy of the Los Alamos County Police Department to proactively identify special police needs and situations which may arise in the community and to provide the necessary personnel and equipment to professionally resolve such situations in a timely manner.

III. DEFINITIONS

BOMB SQUAD – refers to specially trained personnel that respond to actual or suspected explosive devices. The squad consists of one Team Leader appointed by the Chief of Police of the rank of sergeant or higher who possesses current Bomb Technician certification by the FBI Hazardous Devices School. The squad also consists of a maximum of three officers of the rank of corporal or higher and who possess, or will possess within three years of appointment to the squad, current Bomb Technician certification from the FBI Hazardous Devices School.

CRISIS / HOSTAGE NEGOTIATIONS TEAM- refers to specially trained personnel that respond to a crisis situation with potential or actual hostages or barricaded subjects. The team consists of at least two nationally certified negotiators. Members will possess within 1 year of appointment to the team, a current negotiation certification from the International Association of Hostage Negotiators.

CALL-OUT CONFIRMATION – means contact either in person or via telephone, cell phone, radio or other means verifying that the member(s) of a specialized team has been called-out and has received such notification. Call-Out confirmation is required on *all* call-outs by Consolidated Dispatch Center (CDC) personnel.

CALL-OUT NOTIFICATION – means a member(s) of a specialized unit has been notified of an event requiring their response either in person, via telephone, cell phone, radio or other means by the Consolidated Dispatch Center (CDC) or other source.

CONSOLIDATED DISPATCH CENTER (CDC) – means the Department's primary communications center for emergency radio and telephone contact.

GREAT BODILY HARM – means an injury to a person which creates a high probability of death; or which causes serious disfigurement; or which results in permanent or protracted loss or impairment of the function of any member or organ of the body (30-1-12.A NMSA 1978)

INVESTIGATIONS UNIT – For the purpose of this General Order, Investigations Unit Call-Out personnel consists of the On-Call Detective. If necessary, additional investigative personnel may be called-out by the Shift Supervisor, Investigations Unit Sergeant or a Command Officer.

SERIOUS INJURY – means an injury causing an extended recovery period that is not likely to result in death.

IV. PROCEDURES

A. Call Out

1. The CDC is the primary unit responsible for the delivery of call-out notifications to Specialized Unit personnel. Members of the CDC shall use every available resource to make appropriate notifications.
2. Authorization for call-out(s) of specialized units or members rests with the on-duty Shift Supervisor or higher authority who may direct the CDC or other individual to make the notification(s). The member making the call-out notification(s) must be prepared to answer questions relating to the notification. The Chief of Police must be notified prior to the use of any Tactical Team.

B. On Call

1. Members of Specialized Units who are “on-call” and in a “paid stand-by status” will remain available for call-out. They shall advise the CDC within fifteen (15) minutes of such notification that they are in route to the call. (This is a “Call-Out Confirmation”). Such members will report on-scene within one (1) hour of their being notified.
2. Each supervisor or team leader of a specialized unit with personnel in on-call and in a “paid stand-by status” shall provide an “on-call” roster to the CDC on a monthly basis and shall inform the CDC of any changes in a timely manner. These rosters will be maintained in a quick reference file by the CDC.
3. All members of specialized teams or units shall keep the CDC informed of current contact information. They shall immediately inform the CDC and their leader of any changes in their status or availability to respond to call-outs.

C. Suggested Call-Out Criteria for Specialized Units:

1. Investigations Unit

- i. Homicides
- ii. Suicides or suicide attempts with great bodily harm or when death is imminent.
- iii. Suspicious deaths
- iv. Infant deaths
- v. Deaths believed to be drug related
- vi. Accidental deaths (including as a result of motor vehicle crashes)
- vii. Aggravated battery with great bodily harm or when death is imminent
- viii. Any injury with great bodily harm or when death is imminent (including motor vehicle crashes)
- ix. Officer involved shootings
- x. Criminal sexual contact
- xi. Criminal sexual penetration

- xii. Child abuse cases involving serious injuries
- xiii. Child abductions
- xiv. Abuse of the elderly involving serious injuries
- xv. Escapes from the Los Alamos County Detention Center
- xvi. Bomb threats
- xvii. Improvised Explosive Devices (IED) cases
- xviii. Robberies
- xix. Home invasions
- xx. Missing and endangered adult
- xxi. Missing juveniles where there is evidence of foul play or suspicious circumstances
- xxii. Missing juveniles who are twelve (12) years of age or younger.
- xxiii. Burglaries that require immediate or extensive follow-up investigation
- xxiv. Auto thefts where there is a need for immediate or extensive follow-up investigation
- xxv. If immediate background analytical investigation is required for an in-progress or currently active criminal case
- xxvi. When contact is made with known or suspected terrorists
- xxvii. When property or evidence dealing with actual or suspected terrorist activities is observed or seized.
- xxviii. If immediate follow-up investigation is needed on suspicious incidents that have suspected terrorist involvement at "high profile" targets in Los Alamos County, such as, but not limited to:
 - a. Los Alamos National Laboratory
 - b. Public or private utilities or infrastructure
 - c. Public school
 - d. Any target selected for its potential propaganda value

2. Bomb Squad (aka Hazardous Device Team or HDT)

- i. Suspicious device or package
- ii. Bomb threats
- iii. Found or located military ordinance
- iv. Found or located explosives
- v. Homemade explosive devices, such as pipe bombs or other improvised explosive devices (IEDs)
- vi. To assist the Los Alamos County Fire Department HAZMAT Team or the LANL HAZMAT Team with hazardous, explosive reactive chemicals

3. Hostage Negotiation Team (aka Crisis Negotiation Team or HNT)

- i. Hostage situations
- ii. Individuals being held against their will
- iii. Barricade subject
- iv. Terrorist situations
- v. Suicide attempts i.e. A bridge jumper or suicide by cop situation

Approved by:



Dino Sgambellone

Chief of Police

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213.00 Department Vehicles			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.01.04		

I. PURPOSE

The purpose of this General Order is to regulate the use of Los Alamos County Police Department vehicles.

II. POLICY

It is the policy of the Los Alamos County Police Department to assign a Department vehicle to personnel as outlined in this General Order. The Los Alamos County Chief of Police is designated by the County Manager as the "Approving Authority" in determining which employees of the department are eligible for assignment of vehicles for take home use.

1. The Los Alamos County Chief of Police may delegate, in writing, approval authority to a senior staff member. No other Police Department employee may assume such approval authority.
2. Vehicles will be assigned according to the needs of the Department and vehicle availability.
3. The Chief of Police, or his designee, shall notify the Administrative Services Payroll Division that an employee has been assigned take home use of a Police or Special Use vehicle within ten (10) days of the assignment.
4. Operators of Department vehicles shall possess a valid State of New Mexico driver's license. The Deputy Chief of Police shall direct that a bi-annual Department of Motor Vehicles' check be performed to assure that all operators of Department vehicles have valid and current drivers' licenses. Such check shall be performed by personnel assigned to the Consolidated Dispatch Center (CDC). The results of this check shall be forwarded to the Deputy Chief of Police.
5. Operators of Department vehicles shall conform to all federal and state motor vehicle laws and the policies and procedures of this Department.
6. Operators of Department vehicles shall drive in a safe and courteous manner at all times and in such a way as to set the driving example for the public.
7. All employees authorized to operate a Police or Special Use vehicle under the auspices of the Los Alamos County Police Department, in addition to this policy, shall conform to all terms and conditions set for the Los Alamos Police Department policies, procedures and directives and any direct lawful order given by or through the office of the Chief of Police.

III. DEFINITIONS

FLEET MAINTENANCE – means the County’s Fleet Maintenance Facility, mechanics and other employees of that facility.

Police Vehicle - means any County – owned vehicle assigned to the Police Department and authorized by the Chief of Police as a vehicle used primarily for conducting the business of the Police Department. This includes vehicles appropriately marked with the official markings of the Los Alamos Police Department and equipped with emergency equipment, including lights and siren, as well as vehicles that are not marked with official markings, but have been designated by the chief of Police as Police vehicles.

Special Use Vehicle – means any non-standard vehicle owned by County and assigned to the Los Alamos Police Department, including but not limited to a Hazardous Devices Response vehicle Crime Scene Response Vehicle, Mobile Command vehicle, and ATV, or trailer.

Senior Staff Member – A management member of the Los Alamos Police Department holding the rank of Commander or higher.

Statute Miles – The distance driven by roadway from the Los Alamos County line to the residence location of the employee.

IV. PROCEDURES

A. Methodology for assignment of vehicles to officers

1. Patrol Units will be assigned based on seniority and a seniority/unit assignment/replacement list shall be maintained and posted by the Department fleet manager.
2. Factors such as an officer’s ability to maintain proper care for their unit, disciplinary actions, and crashes deemed to be the fault of the officer may be taken into consideration when determining vehicle assignment/replacement. The Bureau Commander overseeing the officer being issued a vehicle will have the final determination in what actions will be taken, if any in consideration of the above factors.
3. Officers may make a written request to the fleet manager to be assigned a different unit, such as into or out of an SUV or to a newer unit made available by an officer transferring to investigations, admin duties, or leaving the department. This request must state the specific reasons for the change. The fleet manager must discuss the request with the Bureau Commander who oversees the officer making the request. The Bureau Commander will have the final authority to approve or deny the request based on the best interests of the department and officers involved.
4. Any officer who’s request to be assigned a different unit is approved shall not lose their position on the vehicle replacement seniority list for a new unit.
5. Any officer who’s vehicle is scheduled for early replacement due to high mileage, maintenance issues or other unusual factors before that officer has risen to the top of the vehicle replacement seniority list may be assigned to any other available unit and the new unit be assigned to the officer at the top of the list.

6. Vehicles assigned to investigations or Staff Services will remain with the officer until such time as the vehicle is replaced.

B. Use To and From Work

1. The individual assignment of a Police or Special Use Vehicle to a specific employee, as well as the authorization to take such vehicle home, is a privilege which can be suspended or discontinued at any time by the Chief of Police in his sole discretion.
2. Assigned Police or Special Use Vehicles may be driven by the employee to the employee's residence provided the employee resides within 40 statute mile of Los Alamos County. Bureau Commanders shall annually audit employees in their command who have been assigned a Police or Special Use vehicle to confirm that their place of residence conforms to this requirement.
3. Take home use is use of a County vehicle assigned to an employee for dedicated business, including commuting to and from work and minimal personal use. The County will tax take home vehicles use as a working condition benefit when deemed appropriate by IRS regulations.
4. Employees assigned Police or Special Use vehicles may use such vehicle for Department approved community functions (such as Scouting, sporting functions, etc.) upon written authorization of the employee's immediate supervisor.

C. Restrictions on Use

1. Employees whose driving privileges have been suspended or revoked or who are under disciplinary suspension or on administrative leave with or without pay shall not operate Police or Special Use vehicles. Supervisors have the authority to suspend an employee's use of Department vehicles for a specified period of time for violations of this policy and Department General Orders relating to care and use of equipment and operation of Police or Special Use Vehicles with the written approval of the employee's Bureau Commander. Such action shall be reported in writing to the employee's Bureau Commander.
2. Employees of the Department shall only use Police and Special Use vehicles for the performance of official duties or as authorized by the Chief of Police or designee. Requests for use beyond the scope of this policy shall be made in writing to the Chief of Police.
3. Members shall not permit unauthorized persons to operate or ride as passengers in any Police or Special Use vehicle other than as outlined below. On rare occasions, and under extenuating circumstances with prior immediate supervisor written approval, employees may carry passengers for non-official purposes. Requests to ride as an observer in a Police or Special Use vehicle will be in accordance with the following guidelines.
 - i. All persons desiring to participate as a ride-along observer must fill out the Ride-Along Waiver form (form 0503).
 - ii. All Ride-Along Waiver forms must be approved and signed by the shift supervisor prior to the observer being allowed to ride-along with a host officer.

- iii. All ride-along observers must dress and groom themselves in an appropriate and businesslike manner. The Shift Supervisor will determine if the ride-along observer's attire and/or grooming is appropriate. Minimum requirements are slacks or jeans in good condition and a shirt having a collar. No offensive, derogatory, or inflammatory printing will be allowed on any item or clothing.
 - iv. Ride-Along Observers will not interfere or get involved in any way with the official duties of the host officer.
 - v. Officers may transport citizens and prisoners at their discretion in order to accomplish an official purpose.
4. During any period of leave, the member's supervisor may require that the vehicle be parked at Police Headquarters or other approved location.
 5. Department vehicles shall not be utilized to push or tow other vehicles unless they are specifically equipped and designated by the Police Operations Bureau Commander for such purpose or use.
 6. Department vehicles designated as passenger vehicles will not be used to transport heavy, inappropriate or excessive loads.
 7. Employees who have consumed alcoholic beverages or other intoxicants shall not use a Police or Special Use vehicle. NOTE: It is the responsibility of the operator to never be under the influence of any intoxicant, narcotic or other substance at any time while in operation of any Police Department Vehicle. Members operating a Department vehicle shall not consume alcoholic beverages while on duty unless performing a specific, and supervisor approved, law enforcement function. In no event shall the member drive while or after drinking alcoholic beverages in violation of State and local laws or in violation of Department General Orders.
 8. Approved attire while operating a Department vehicle while on or off-duty shall be consistent with Department dress code policies.

D. Vehicle Fueling

1. Members shall fuel their vehicles in accordance with the procedures established by the Fleet Maintenance Facility.
2. There shall be no fueling of private or unauthorized vehicles except as may be determined by the Chief of Police or his or her designee and then only to accomplish a law enforcement purpose.
3. Employees experiencing vehicle problems shall, if possible, drive the vehicle to the Fleet Maintenance Facility and report the problem to the appropriate personnel. If it is not possible to drive the vehicle to the Fleet Maintenance Facility, the member shall contact the Shift Supervisor for instructions.

E. Seat Belt Use

1. Personnel shall utilize the installed seat belts while operating or riding in a Department vehicle in accordance with federal and state laws and County Policy.

2. Personnel will require any passengers riding in their vehicle to wear their seat belt while the vehicle is in motion.
3. Only seat belts furnished and installed by the manufacturer or authorized dealers will be installed in Department vehicles.
4. Only Fleet Maintenance has the authority to modify the vehicle's seat belt system.

F. Care and Maintenance of Department Vehicles

1. General – The success and continuation of the Department's vehicle plan and usage depends in large measure on the vehicles' cleanliness, appearance, maintenance and the manner operated by Department employees in the eyes of the public. As part of an employees' regularly assigned duties, they shall be responsible for the maintenance, care, cleanliness and condition of their vehicle and its equipment.
2. Prior to leaving a Department vehicle at the Fleet Maintenance Facility or other designated outside vendor for repair or maintenance, all ammunition and weapons as well as any sensitive or confidential information and legal documents shall be removed and stored in a safe and secure location.
3. All operators of Department vehicles shall routinely complete the following tasks:
 - i. Check and maintain the correct oil level
 - ii. Check and maintain the correct transmission fluid level
 - iii. Check and maintain the correct engine coolant level
 - iv. Check and maintain the correct power steering fluid level
 - v. Check and maintain the proper tire pressure
 - vi. Check and maintain at least one-half tank of fuel
 - vii. Check the fire extinguisher (date recharged)
 - viii. Check and maintain a complete first aid kit
4. Damage to a Department owned vehicle due to improper fluid levels or air pressure may result in disciplinary action if it is determined that the damage was caused by failure to periodically check or properly maintain the vehicle.
5. Members are prohibited from making mechanical adjustments or alterations to any Department vehicle. Any and all repairs shall be made by Fleet Maintenance or other authorized person(s)/business(es) as approved by Fleet maintenance or the Chief of Police.
6. Members of the Department are required to inspect their assigned vehicle daily (when the vehicle is used) or prior to the start of each shift. They shall report any damage, defect or missing equipment to their supervisor as soon as possible and make arrangements to have the vehicle repaired and missing equipment replaced as soon as possible. All appropriate documentation detailing the vehicle's condition shall be completed by the employee and forwarded to their supervisor. Failure to inspect their assigned vehicle (including pool vehicles) prior to assuming control or operating the vehicle and identifying any damage, defect or missing equipment or other unusual or non-standard condition may result in the assignment of any

damage, defect or missing equipment to the member failing to adhere to this General Order.

7. All Department vehicles will be serviced in accordance with the schedule established by the Fleet Maintenance Facility.
8. When an assigned vehicle is inactive due to extended repairs, members may use a pool car for on-duty assignments. A substitute vehicle may be assigned from the pool by the Police Operations Bureau Commander or his or her designee
9. Members may change flat tires, when on or off-duty, unless circumstances prohibit it. Tires requiring repair will be delivered to the Fleet Maintenance Facility for repair or replacement as soon as possible.
10. Drivers of vehicles requiring service or repairs will park the vehicle at the Fleet Maintenance Facility with at least a half-tank of gas (if possible).
11. Unattended vehicles will be completely secured by having windows up and doors locked. All personal items of value that belong to the driver will be removed as Fleet Maintenance will not be responsible for these items.
12. Fleet Maintenance has complete authority to hold vehicles in order to repair any safety related defects. Under no circumstances will vehicles that have been "dead-lined" for safety reasons be permitted to be driven away prior to the completion of repairs.
13. In the event any damage is incurred by a vehicle other than as a result of a motor vehicle crash, or if mechanical trouble occurs during normal operations, the operator shall immediately advise his or her supervisor and complete all required reports.
14. No member shall modify or alter any vehicle or associated equipment without the prior approval of the Police Operations Bureau Commander. Additional equipment, such as scanners, CB radios and the like must be approved prior to installation or use in writing by the both the Police Operations Bureau Commander and the Fleet Maintenance manager. All such installations shall either be made or inspected and approved by the appropriate Fleet Maintenance supervisor or his or her designee or another professional and appropriate individual approved by the Chief of Police or his or her designee.
15. If a vehicle is routinely or continuously overdue for servicing, vehicle privileges may be suspended or revoked by the Police Operations Bureau Commander.

G. Traffic Crashes involving Department Vehicles shall be handled in accordance with General Order 206.00 – Traffic Crashes Involving Department Vehicles.

H. Additional Provisions for Sworn Personnel

1. When using the assigned vehicle off-duty, the officer/operator shall Contact the Consolidated Dispatch Center (CDC) and advise of their availability to respond to emergencies. They shall also advise the CDC when they are out of service. When in service, the Mobile Data Terminal will remain in an active status.

2. While in a Police or Special Use vehicle with a two-way radio communication system, employees are required to monitor the Department's two-way radio communication system when within range, abide by the Federal Communications Commission (FCC) regulations and use the radio system for official Department business only.
3. Response to any emergency while off-duty will be consistent with Department policies and procedures.
4. When responding to a traffic crash or other emergency or when taking enforcement action, members are required to assume full responsibility for the situation until relieved by on-duty personnel.
5. While off-duty and wearing civilian attire, officers are encouraged not to take traffic enforcement action unless it is necessary to protect life and/or property.
6. Members are restricted from using Department vehicles outside of the County except under the provisions of this General Order.

I. General Provisions

1. Vehicles shall be secured when parked and unattended.
2. When multiple members are assigned to attend the same school, conference or meeting, a minimum number of vehicles will be used.
3. Members will report any misconduct of another member operating a Department vehicle. The observing member shall prepare a written report documenting the facts of any misconduct involving a Department vehicle and submit the report to their supervisor within 24-hours of the incident.
4. Use of any spare vehicles must be approved by the on-duty Shift Supervisor, or higher authority if available. Spare vehicles shall be returned as quickly as possible. Spare vehicles will not be returned to the pool with less than $\frac{3}{4}$ tank of fuel. These units will be signed out and back into in the car pool log.
5. Any damage, defect or missing equipment from either an assigned or spare vehicle, shall be reported by the operator of the vehicle in accordance with the guidelines and procedures set forth in this General Order.
6. Department vehicles are subject to inspection by all supervisors or their designees regardless of time, day, location or assignment.
7. Smoking is not permitted in any Police or Special Use vehicle by any employee or occupant at any time.
8. The use of a cellular or other wireless telephone shall be in compliance with the County's cell phone use policy. (Los Alamos County Administrative Procedure Guideline Index no. 0965 effective October 21, 2009)

Approved by:



Dino Sgambellone
Chief of Police

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214.00 Emergency Vehicle Operations and Pursuits			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.01.01, 09, OPR.07.13		

I. PURPOSE

The purpose of this General Order is to set forth circumstances and manner in which officers of the Los Alamos County Police Department may engage in emergency vehicle operations and vehicle pursuits, sets responsibilities of officers and supervisors regarding emergency operation of Department vehicles, and establishes the Department standard for administrative review of the judgment exercised by officers and supervisors involved in vehicle pursuits.

II. POLICY

It is the policy of the Los Alamos County Police Department that officers may engage in emergency operation of a police vehicle only in accordance with applicable laws and the procedures as set forth in this General Order. Officers may engage in emergency vehicle operation ONLY:

1. While responding to an emergency call.
2. When in pursuit of a person who has committed, or is reasonably suspected by the officer, to have committed:
 - i. A violent felony as defined in this General Order; or
 - a. Officers may initiate a high speed pursuit to apprehend a suspect who the officer has reasonable grounds to believe poses a clear and immediate threat of death or serious injury to others or who the officer has probable cause to believe poses a clear and immediate threat to the safety of others that is ongoing and that existed prior to the high speed pursuit. (reference 29-20-4 NMSA 1978).
 - b. **NOTE: The violent felony or immediate, specific, and continuing threat to the public's safety used to justify a vehicle pursuit must be articulated by facts or circumstances that are known or reasonably believed PRIOR TO THE INITIATION OF THE PURSUIT. After the fact determinations of violent felonies or an immediate, specific, and continuing threat cannot be used as the basis for determining that the initiation of a vehicle pursuit is within policy guidelines.**
 - ii. Only an authorized emergency vehicle may be operated under emergency driving conditions.
 - iii. Officers shall be mindful that the operator of an emergency vehicle is never relieved of the duty to drive with due regard for the safety of all persons. Further, the driver of an emergency vehicle is not protected by law from the consequences of the reckless disregard for the safety of others.

- iv. When engaged in emergency vehicle operations, the driver is granted exemptions from certain traffic laws as defined by statute. These exemptions shall not be used under any circumstances other than those detailed in this General Order.
- 3. Department vehicles shall only be operated in an emergency mode in the performance of official duties.
- 4. Officers responding to routine or non-emergency calls for service shall not operate the vehicle in emergency mode and comply with all traffic laws and regulations.
- 5. Officers operating authorized emergency vehicles may initiate pursuits. When feasible, they are encouraged to relinquish the primary and secondary positions to regularly marked police cars unless the pursuit is off-road.
- 6. Officers shall not initiate or continue a high-speed pursuit when the immediate danger to the officer and the public created by the high-speed pursuit exceeds the immediate danger to the public if the occupants of the motor vehicle being pursued remain at large. (reference 29-20-4 NMSA 1978).

III. DEFINITIONS

A. **AUTHORIZED EMERGENCY VEHICLE** – AUTHORIZED EMERGENCY VEHICLES (66-7-6 NMSA 1978)

- 1. The driver of an authorized emergency vehicle, when responding to an emergency call or when in pursuit of an actual or suspected violator of the law or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this section subject to the conditions stated. The chief of the New Mexico state police or the appropriate local agency may designate emergency vehicles and revoke the designation. When vehicles are so designated, they are authorized emergency vehicles.
- 2. The driver of an authorized emergency vehicle may:
 - i. park or stand, irrespective of the provisions of the Motor Vehicle Code [\[66-1-1 NMSA 1978\]](#);
 - ii. proceed past a red or stop signal or stop sign, but only after slowing down as necessary for safe operation;
 - iii. exceed the maximum speed limits so long as he does not endanger life or property; and
 - iv. disregard regulations governing direction of movement or turning in specified directions.
- 3. The exemptions granted to an authorized emergency vehicle apply only when the driver of the vehicle, while in motion, sounds an audible signal by bell, siren or exhaust whistle as reasonably necessary and when the vehicle is equipped with at least one lighted lamp displaying a red light visible under normal atmospheric conditions from a distance of five hundred feet to the front of the vehicle, except that an authorized emergency vehicle operated as a police vehicle need not be equipped with or display a red light visible from in front of the vehicle.

4. This section does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons nor does it protect the driver from the consequences of his reckless disregard for the safety of others.
5. **History:** 1953 Comp., § 64-7-6, enacted by Laws 1978, ch. 35, § 376; 1989, ch. 318, § 22.

EMERGENCY CALL – a call which requires immediate action by a Police Officer to prevent loss of life, or to reduce bodily injury where the officer has reasonable grounds to believe that the situation poses a clear and immediate threat of death or serious injury to others; or a clear and immediate threat to the safety of others that is ongoing. Examples include:

6. An officer in need of emergency assistance
7. A violent felony in progress or that just occurred
8. A burglary or robbery in progress that appears to involve a threat to one or more persons
9. An ongoing Domestic Violence incident involving an assault, battery, or weapons with both parties still present
10. A fight in progress which involves weapons or multiple assailants
11. An accident with serious injuries where the presence of an officer is urgently needed
12. A suicide attempt in progress
13. Other inherently dangerous situations whereby there is an immediate threat of bodily injury or death to one or more persons

EMERGENCY VEHICLE OPERATION – means the act of driving an authorized emergency vehicle with emergency lights and siren operating in response to an emergency call or during a pursuit. Pursuant to 66-7-6 NMSA 1978, The driver of an authorized emergency vehicle, when responding to an emergency call or when in pursuit of an actual or suspected violator of the law or when responding to but not returning from a fire alarm, may exercise the privileges set forth in this section subject to the conditions stated.

HIGH SPEED PURSUIT as used in the Law Enforcement Safe Pursuit Act (29-20-4 NMSA 1978), “high speed pursuit” means an attempt by a law enforcement officer in an authorized emergency vehicle to apprehend an occupant of a vehicle, the driver of which is actively attempting to avoid apprehension by exceeding the speed limit.

MARKED UNIT means a Department vehicle assigned for general and routine patrol and police service. Such vehicles shall be conspicuously marked and equipped with sirens, emergency lights and radio communications.

OFFICER – means a sworn police officer of this Department.

PRIMARY PURSUIT VEHICLE – usually means the emergency vehicle initiating the pursuit or that assumes control of the pursuit as the lead vehicle.

PURSUIT – (in addition to “High Speed Pursuit”, defined above) means the operation of an emergency vehicle when the officer initiates a traffic stop and the driver refuses to stop or resists any order by the officer to stop, including an order in the form of turning on emergency lights and/or operating the siren, by increasing or decreasing speed,

taking evasive action, driving in such a way as to endanger the lives and property of others, and/or otherwise indicating an attempt to flee and/or refusing to stop.

SECONDARY PURSUIT VEHICLE means the emergency vehicle that trails the primary pursuit vehicle at a safe distance, can assume the role of primary pursuit vehicle, and can assist the officer in the primary pursuit vehicle.

SUPERVISOR – means a commissioned officer of the rank of sergeant or higher, or in the absence of a supervisor or his or her designee, or in the absence or unavailability of both, the senior officer on-duty who has the authority and responsibility of monitoring and directing officers operating emergency vehicles in the emergency mode and involved in responding to emergency calls and/ or engaging in vehicle pursuits.

UNMARKED EMERGENCY VEHICLE means a Department vehicle without conspicuous markings but may be equipped with sirens, emergency lights and constant radio communications.

VIOLENT FELONY – means an attempted or completed felony in which the perpetrator uses aggressive physical force, including any of the following to the extent it constitutes a felony:

1. Homicide;
2. Kidnapping;
3. Assault, vehicular assault or sexual assault;
4. Robbery;
5. Arson;
6. Any crime of violence; or
7. Escape for one or more of the foregoing offenses.

IV. PROCEDURES

A. Primary Pursuit Unit will:

1. Immediately notify the Communications Center that a vehicle pursuit is underway and provide the following information:
 - i. Unit identification number.
 - ii. Location, speed and direction of travel of the fleeing vehicle.
 - iii. Descriptive information of the fleeing vehicle as it becomes known, (i.e. make/model, color, license plate, number of occupants, etc.)
 - iv. Circumstances supporting the decision to pursue, including laws violated.
 - v. Initial risk factor evaluation by the primary unit.

B. Secondary Pursuit Unit will:

1. Immediately notify the Communications Center of its identity and its position as the secondary unit.
2. Assume the responsibility of communications during the pursuit, continually providing significant information to the Communications Center and active units. This responsibility shall not restrict the supervisor from giving instructions and/or directions to the primary pursuit unit, the secondary pursuit unit, back-up units, or the Communications Center.

3. Provide a continuing risk factor evaluation to the shift supervisor.
4. Maintain a safe distance from the primary unit, but remain close enough to render assistance.
5. Become the primary unit, should the primary unit become disabled. (If this occurs, the shift supervisor will designate the new secondary unit).

C. The Shift Supervisor Will:

1. Have the authority to terminate a vehicle pursuit at any time he or she deems appropriate.
2. Maintain overall responsibility for the decisions concerning continuance or termination of the pursuit. The supervisor will assert control over the pursuit by monitoring and directing specific units into or out of the vehicle pursuit; re-designating primary, secondary, and back up units, approving or ordering alternative tactics; or terminating the vehicle pursuit if appropriate.
3. Upon being notified of the vehicle pursuit, the shift supervisor will verify the following:
 - i. The offense for which the vehicle pursuit was initiated.
 - ii. That no more than the required number of units are involved in the vehicle pursuit.
 - iii. That proper radio channels are being utilized.
 - iv. That affected inter-jurisdictional agencies or are notified.
4. During a vehicle pursuit, the shift supervisor may assign active roles to support units including, but not limited to, paralleling the vehicle pursuit (on parallel roadways); assigning support personnel to potential termination locations; and/or transferring equipment or personnel as necessary. The shift supervisor will remain in charge of the incident until its conclusion, unless relieved by competent authority.

D. The Communications Center (upon notification that a vehicle pursuit is in progress) will:

1. Initiate emergency radio traffic and advise all other units that a vehicle pursuit is in progress, provide all relevant information to all units, including the unit numbers of the primary, secondary and support units.
2. Advise all units not involved in the vehicle pursuit to clear the radio channel of non-emergency radio traffic and to utilize other radio channels until the vehicle pursuit has been concluded.
3. Receive and record all incoming information on the fleeing vehicle.
4. Ensure that the shift supervisor or other competent authority is aware of the situation.
5. Perform all relevant record and motor vehicle checks as expeditiously as possible.

6. Monitor all radio communications during the vehicle pursuit and if necessary, repeat information provided by active units.
7. Coordinate and dispatch back-up assistance as directed by the shift supervisor.
8. Notify affected agencies when the vehicle pursuit has crossed or is likely to cross jurisdictional boundaries.
9. Continue to monitor the vehicle pursuit until it has been terminated.
10. Upon authorization by the shift supervisor, announce the end of emergency radio traffic and return radio traffic to normal operations.

E. OPERATIONAL TACTICS

1. Risk Assessment: Upon initiation of a vehicle pursuit, these risk factors should be taken into consideration:
 - i. Officers may initiate a high speed pursuit to apprehend a suspect who the officer has reasonable grounds to believe poses a clear and immediate threat of death of serious injury to others or who the officer has probable cause to believe poses a clear and immediate threat to the safety of others that is ongoing and that existed prior to the high speed pursuit. Officers may not participate in a high-speed pursuit if non-sworn persons are present in their vehicle. The officer must, however, continue to assess the risks to public safety.
 - ii. Risk Assessment Factors: When deciding whether to initiate or continue a high-speed pursuit, the following factors, at a minimum, shall be taken into consideration:
 - a. The seriousness of the offense for which the high-speed pursuit was initiated.
 - b. Whether a suspect poses a clear and immediate threat of death or serious injury to others.
 - c. Road, weather, environmental and vehicle conditions.
 - d. The volume of motor vehicle and pedestrian traffic.
 - e. Knowledge of the suspect's identity, possible destination and previous activities that may make apprehension at a later time feasible.
 - f. Frequent intersecting streets (i.e. business districts).
 - g. Blind curves, intersections, and narrow roads.
 - h. Extremely hazardous maneuvers (i.e. driving against on-coming traffic, running red lights, etc.)
 - i. Numerous law enforcement vehicles in pursuit.
 - j. Emotional state of officers involved.
 - k. Existence of school zones.
 - l. Cliff edges along roadways.
2. Number of Vehicles in Pursuit: No more than two law enforcement vehicles shall become actively involved in a high-speed pursuit, unless specifically authorized by a supervisor (29-20-4 NMSA 1978). The primary pursuit vehicle and the secondary pursuit vehicle will be the only vehicles to pursue a fleeing vehicle, unless a supervisor has granted specific authorization.
3. Method of vehicle pursuit:

- i. A caravan of unassigned units is prohibited. The supervisor will ensure that only those emergency units that are necessary will actively engage in any vehicle pursuit.
 - ii. Units should use extreme caution if the suspect vehicle precedes the wrong way on a one-way street or other controlled access highway or roadway.
 - iii. At the direction of the supervisor, back-up units may maintain a reasonable and safe following distance, otherwise they are to remain alert as to the direction and progress of the vehicle pursuit, and they may position themselves at strategic sites along the probable vehicle pursuit route, or on parallel roadways for rapid response to any emergencies that may develop.
 - iv. All initiating pursuit vehicles may relinquish the primary pursuit position to neighboring law enforcement units (i.e. County Sheriff's, Tribal Police, BIA Police, New Mexico State Police, etc.) when crossing into their jurisdiction.
 - v. All units should terminate the vehicle pursuit when radio communication with the Communications Center or with their immediate supervisor is lost.
 - vi. If a pursuit enters or if it appears that it might enter Los Alamos National Laboratory (L.A.N.L.) property, the shift supervisor will be notified. The shift supervisor will then direct the Communications Center to notify L.A.N.L. security.
4. Alternatives to Pursuit: The following alternatives to pursuit may be considered or limited as follows:
- a. The use of agency approved vehicle-disabling devices, commonly known as "Stop Stick" or "Stinger" is encouraged as a means of terminating vehicle pursuits. Use of such devices is not considered deadly force.
 - b. Deployment of a vehicle-disabling device is at the discretion of any Officer who can safely deploy the device. However, the deploying officer must coordinate such deployment through his or her shift supervisor.
 - c. Vehicle disabling devices such as stop sticks, will only be deployed by personnel who have been appropriately trained on the proper use of such equipment.
 - d. Vehicle disabling devices shall not be deployed to terminate motorcycle vehicle pursuits.
 - e. Use of "rolling" or stationary roadblocks is not authorized for vehicle pursuits unless for the immediate preservation of life
 - f. An officer shall not discharge his or her firearm at or from a moving vehicle unless an occupant of the fleeing vehicle is using deadly force against him/her or another person. Discharging of a firearm by an officer is considered deadly force and the actions of the offending driver or passenger(s) must rise to that level of force.

F. TERMINATION OF VEHICLE PURSUIT

- 1. Primary, secondary and support units shall discontinue vehicle pursuit when circumstances dictate a vehicle pursuit is not justified, or if the pursuit becomes an unreasonable danger to public safety. A vehicle pursuit should also be terminated when:
 - i. In the opinion of the officer or the shift supervisor, the level of danger outweighs the necessity of the vehicle pursuit.

- ii. The suspect's identity has been established to the point that later apprehension can be accomplished and the suspect does not pose an imminent threat to the public at large.
 - iii. The distance between the officer and the fleeing vehicle is so great it becomes obvious that pursuit is unlikely to succeed.
 - iv. Police equipment failure makes it impractical or unsafe to continue.
 - v. Loss of radio contact or communications with the Communications Center and/or shift supervisor.
 - vi. The officer engaged in the vehicle pursuit has a reasonable belief that the person the officer is attempting to apprehend no longer poses an immediate danger to the public.
- 2. The termination of a pursuit should be radioed to all units, the CDC, and the supervisor. Lights and sirens should be turned off, and a reduction in speed should occur as termination is communicated.
 - 3. The termination of a pursuit does not prohibit the following of a vehicle without excessive speed, or remaining in an area in an effort to apprehend the suspect if the opportunity and conditions permit.
 - 4. Upon termination of any vehicle pursuit, the involved officer(s) and their immediate supervisor will inspect all involved Department vehicles for damage. If any damage that may affect the operational components of the vehicle(s) is evident or suspected, the vehicle(s) should be taken out of service until cleared for service by Fleet Maintenance.

G. INTER-JURISDICTIONAL VEHICLE PURSUIT

- 1. Outbound Vehicle pursuits
 - i. If it becomes apparent that a vehicle pursuit will continue outside of Los Alamos County and into the jurisdiction of another agency, the Communications Center will inform the affected agency that a vehicle pursuit is traveling in their direction and request their assistance. Such notification should include:
 - a. Vehicle description and direction of travel.
 - b. Nature of offense/reason for vehicle pursuit.
 - c. Any special conditions or considerations.
 - d. Number of suspects in the fleeing vehicle.
 - e. Number of units currently involved.
 - ii. If the agency having jurisdiction over the area (federal, county, city, pueblo etc.) that the vehicle pursuit has entered, requests that the primary unit discontinue the vehicle pursuit in view of public safety concerns, the primary unit and shift supervisor will honor that request and immediately terminate the vehicle pursuit.
 - iii. Officers involved in a vehicle pursuit that continues beyond the jurisdictional limits of Los Alamos County will adhere to the policies established by the Los Alamos County Police Department.

2. Inbound vehicle pursuits (vehicle pursuits entering Los Alamos County).
 - i. Officers shall not become involved in another agency's vehicle pursuit unless clearly and specifically directed by the shift supervisor.
 - ii. Assistance with, or involvement in vehicle pursuits originating outside of Los Alamos County that enter Los Alamos County, must meet the same criteria established for motor vehicle pursuits that originate in Los Alamos County. If the Los Alamos County Police Department Motor Vehicle Pursuit Policy criteria is not met, Los Alamos Police Department Officers shall not involve themselves in the vehicle pursuit and may request that the apprehending agency terminate the vehicle pursuit due to public safety considerations, based upon existing conditions
 - iii. The decision to grant assistance to the requesting agency shall be that of the shift supervisor.
 - iv. If the decision is made to not actively assist the other agency in the pursuit, the other agency will be made aware of this decision.
 - v. Los Alamos Police Department units may be directed to take up observation positions, or make efforts to secure areas (such as intersections) along the expected route of the pursuit.

H. REPORTING

1. A debrief involving all pursuit participants will be conducted prior to the end of the shift and a report will be completed after every vehicle pursuit. The report will be submitted by the primary Officer conducting the vehicle pursuit. The primary officer or shift supervisor may request (at their discretion) supplemental reports from other officers that were involved in the pursuit. All reports will be completed by the end of the officer(s) tour of duty.
2. The shift supervisor will prepare an overview supplemental report of the vehicle pursuit incident and forward the information via the chain of command to the Chief of Police and the EVOC instructor. This overview supplemental report (in conjunction with the originating officer's report) shall at a minimum contain the following information:
 - i. Name(s) of initiating and assisting officers, and supervisors involved.
 - ii. Reason for the vehicle pursuit.
 - iii. Time and place of origin.
 - iv. Route of travel.
 - v. Length of vehicle pursuit.
 - vi. Point of termination.
 - vii. Suspect's name(s), if apprehended.
 - viii. Injuries and/or property damage that occurred as a result of the vehicle pursuit.
 - ix. Weather conditions.
 - x. A determination as to whether the event followed guidelines of this Motor Vehicle Pursuit General Order.
3. A documented analysis may be conducted annually of all vehicle pursuits to determine any patterns, trends, indications for training, or necessary revisions to this general order.

Approved by:



Dino Sgambellone
Chief of Police

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215.00 ATV and Mountain Bike Operations			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.01.08		

I. PURPOSE

The purpose of this General Order is to establish guidelines for the proper operation and maintenance of the Los Alamos County Police Department's All-Terrain-Vehicles (ATVs) and mountain bikes their use in off-road operations.

II. POLICY

It is the policy of the Los Alamos County Police Department to employ the use of ATVs and Mountain Bikes throughout the year to provide law enforcement services on the trails within the County, for special police operations, and community events. It is Department policy that safety fundamentals be adhered to at all times.

III. DEFINITIONS

FLEET MAINTENANCE FACILITY – means the County's Fleet Maintenance Facility.

IV. PROCEDURES

A. Authorized Use of ATVs

1. Only those sworn officers of the Department who have successfully completed the minimum requirements set forth in this General Order are authorized to operate the ATVs while on-duty.

B. Responsibilities

1. Officers shall not pursue any vehicle, including other ATVs, while operating a Department ATV.
2. In case of emergency, the ATV patrol officer shall make use of the emergency red and blue lights on the ATV.
3. ATV officers shall comply with all applicable Department policies, state statutes and rules governing the use and operation of police vehicles.
4. ATV patrol officers shall operate the vehicle in a safe and responsible manner at all times. The ATV will be operated only at a speed that is reasonable and prudent with regard to the specific terrain they are patrolling and with routine patrol observation techniques. The vehicle's headlights and taillights shall be on while the vehicle is in motion.

5. The ATV patrol officer shall be responsible for the enforcement of all motor vehicle and criminal laws as well as the ordinances of the County. S/He will be responsible for specialized patrols and assignments as determined by the Chief of Police. Such assignments include, but are not limited to:
 - i. Enforcing all County Ordinances.
 - ii. Maintaining communications with the Consolidated Dispatch Center (CDC).
 - iii. Performing directed patrols as required.
 - iv. Serving as a first responder when assigned where the terrain dictates a more expeditious response to an emergency situation.
 - v. Performing search and rescue operations as needed.
 - vi. Assisting at special operations and events.
6. For safety and maintenance purposes, ATV operation on paved surfaces is restricted to the bare minimum. Use on paved areas is unsafe and causes unnecessary wear on tires. Travel across pavement should be limited to movement from the trailer to the trail head and back whenever possible.

C. Pre-Ride Inspection/Start-up procedures

1. Prior to use, operators shall complete the manufacturer's recommended pre-ride inspection of the vehicle, following the acronym, "TCLOCS".
 - i. **Tires and Wheels**
 - ii. **Controls and Cables**
 - iii. **Lights and Electrical**
 - iv. **Oil and Fuel**
 - v. **Chassis and Drive Shaft**
 - vi. **Spark Arrester / Muffler**
2. Start-up procedures: Operators shall follow the manufacturer's recommended start-up procedures by following the acronym, BONEC".
 - i. **Brake on**
 - ii. Turn gas valve to **ON**
 - iii. Transmission in **NEUTRAL**
 - iv. **Engine Stop switch is in the RUN or START position**
 - v. **Choke (if required)**

3. The vehicle shall not be utilized if it is mechanically unsafe.
4. The storage compartment should contain the following:
 - i. Clipboard with paperwork and forms
 - ii. Map book/Maps of the area
 - iii. First Aid/ Survival kit
 - iv. Paper towels
 - v. Water
 - vi. A tool kit, the vehicle's registration and owner's manual will be located in a compartment under the seat.

D. Uniforms and Equipment

1. A helmet, approved by the Police Operations Bureau Commander, shall be worn at all times while operating an ATV. The helmet shall be of commercial grade, designed for long-term wear and provide protection and comfort for the rider.
2. Eye protection shall be worn at all times while the ATV is in motion.
3. Gloves must be worn at all times while the ATV is in motion. Police duty gloves, heavy-duty work gloves, or winter gloves may be worn, depending on the specific duties and the weather.
4. Boots must be a police-type boot approved by the Police Operations Bureau Commander.
5. A ballistic vest SHALL be worn at all times.
6. The basic uniform shall be as follows:
 - i. A Department duty-uniform shirt with Police markings / shoulder patches and badge.
 - ii. Department duty-uniform pants
 - iii. Full-duty belt and equipment
 - iv. Depending on the season, a Department uniform jacket may be worn.
 - v. Portable radio

E. Minimum Qualifications

1. Attend and successfully complete required ATV Training as determined by the Chief of Police.
2. Meet such other requirements as may be set by the Chief of Police.

F. Vehicle Maintenance

1. Officers who utilize Department ATVs shall monitor the vehicles' condition and report any damage or malfunction to the Shift Supervisor.
2. Maintenance of vehicles shall be conducted by the Los Alamos County Fleet Maintenance Division as per their instructions. It is the responsibility of the Patrol Commander to assure that vehicles are taken to be serviced as scheduled and any maintenance issues be promptly brought to the attention of Fleet Maintenance.
3. Post-ride cleaning of the vehicle should be performed if it will not be used for several days. It is important to note that the storage compartment is NOT water proof. Care should be taken to ensure that water does not affect the contents of the compartment, either as a result of washing or riding the vehicle in wet conditions.

G. Riding Procedures

1. ATV patrols are expected to cover all trails in the County, especially areas of special concern (i.e., vandalism, trespassing, illegal drinking and drug use, parties, campfires, etc.).
2. Patrol officers, while operating an ATV, shall keep the CDC advised of their locations.
3. The focus of ATV patrols is positive relations with the public.

H. Winch Operations

1. Each ATV is equipped with a winch. Only those officers trained in the use of the winch shall operate this piece of equipment.
2. Winches shall only be operated in accordance with the Owner's manual for the winches and in accordance with the manufacturer's recommendations.
3. The manual for the winches shall be kept in the compartment under the seat of the ATV.
4. Any malfunction or damage to the winch shall be reported to the officer's Shift Supervisor before the end of that shift.
5. The ATV with the winch that is malfunctioning or that is damaged, shall be taken to the County's Fleet Maintenance Facility or other location for repair or replacement as they or the Police Operations Bureau Commander may direct. Such transport for repairs shall be completed as soon as possible.

I. Towing of the ATVs

1. The ATVs are mounted on a trailer for easy transport to the location(s) where they shall be used. Only vehicles designed, equipped and approved by the Police Operations Bureau Commander shall be used to pull the trailer.

2. The ATVs have been assigned a specific and secure storage location. They shall not be removed from that location without the prior approval of the on-duty Shift Supervisor and then only to accomplish an approved law enforcement purpose.
3. If only one of the ATVs is to be used, the other shall be removed from the trailer and left at the secured storage facility.
4. Upon arrival at the destination where the ATV is to be utilized, the trailer shall be safely parked and secured from theft while the ATV is on patrol or conducting an assignment.
5. Upon completion of use, the ATVs shall be prepared for their next assignment and returned to, and safely stored in, the secured storage facility.
6. If upon inspection prior to use, or subsequent to operation, any damage, malfunction, missing or defective equipment is detected, such shall be immediately reported to the officer's Shift Supervisor and all necessary paperwork shall be completed before the end of shift. As may be directed, the ATV shall be transported to the Fleet Services Facility or other designated and approved location as soon as possible for repairs.

J. ATV Inspections

1. The ATVs, their equipment and their trailer shall be inspected not less than once a quarter by the Police Operations Bureau Commander. They shall inspect the vehicles for any damage, defective or inoperable equipment, unsafe conditions, any signs of misuse or abuse and any unreported damage.

K. Mountain Bikes

1. Interested Officers will be given the opportunity, to become part of the Bicycle Patrol Program. In the month of February officers may submit a request to join the team. The Team Leader will determine the selection process.
2. The Los Alamos Police Department will provide new bike officers appropriate training on the mountain bikes.
3. General Guidelines:
 - i. Officers will at all times while on bicycle patrol will wear their authorized bicycle uniforms with reflective insignia.
 - ii. Authorized bicycle helmets will be worn at all times during bicycle patrol.
 - iii. Officers will conduct a safety check of their mountain bikes prior to going on bicycle patrol. This will include but is not limited to:
 - a. General condition of the mountain bike.
 - b. Proper functioning of the bicycle brakes.
 - iv. Officers will avoid making traffic stops on a bicycle unless exigent circumstances exist. Information will be relayed to the CDC who will in turn dispatch the closest patrol unit.

- v. Officers will be required to patrol at least two hours per shift rotation between the months of March and September. Bike patrol during winter months will be at the discretion of the officers.
- vi. Bike uniforms will only be worn on days when the officer conducts bike patrol.

Approved by:



Dino Sgambellone
Chief of Police

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216.00 Vehicle Towing and Impounding			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.07.16		

I. PURPOSE

The purpose of this General Order is to establish standards for the removal of vehicles when they are illegally parked, abandoned, inoperable, recovered stolen vehicles, vehicles of arrested persons, evidentiary impounds, or motorist requests; and, to promote cooperation between the Los Alamos County Police Department and other law enforcement agencies.

II. POLICY

It is the policy of the Los Alamos Police Department to ensure that vehicles are towed and removed from the roadways in accordance with state and local law and for purposes of public safety.

III. DEFINITIONS

ABANDONED VEHICLE (per 66-1-4.1(A) NMSA 1978)

1. "abandoned vehicle" means a vehicle or motor vehicle that has been determined by a New Mexico law enforcement agency:
2. to have been left unattended on either public or private property for at least thirty days;
3. not to have been reported stolen;
4. not to have been claimed by any person asserting ownership; and
5. not to have been shown by normal record-checking procedures to be owned by any person;

ABANDONED VEHICLE (per 38-110 (f) Los Alamos County Code) A vehicle is abandoned if:

1. The vehicle is parked on or along any street, alley or public way and the vehicle displays no current license plate; or
2. The vehicle is parked on or along any street, alley or public way in the same place for a period of 72 hours without a valid police sticker as defined in subsection (f) (2) of section 38-110 Los Alamos County Code.

OWNER – means the registered owner or designee.

INVENTORY SEARCH OF VEHICLE - means when a vehicle comes into the possession of this Department for an arrest of the driver, or the vehicle is abandoned, or an Officer is otherwise authorized to tow a vehicle, an inventory search of the vehicle be conducted.

DRIVER – means every person who drives or is in actual physical control of a motor vehicle, including a motorcycle, upon a highway, who is exercising control over or steering a vehicle being towed by a motor vehicle or who operates or is in actual physical control of an off-highway motor vehicle.

MOTOR VEHICLE –every vehicle that is self-propelled and every vehicle that is propelled by electric power obtained from batteries or from overhead trolley wires, but not operated upon rails; but for the purposes of the Mandatory Financial Responsibility Act 66-5-201 to 66-5-239 NMSA 1978], "motor vehicle" does not include "special mobile equipment".

IV. PROCEDURES

A. Recovered Stolen Vehicles (no arrest made)

1. Los Alamos Police Department Authority.
 - i. When a vehicle is reported stolen within Los Alamos County and then recovered within the limits of Los Alamos County, Los Alamos Police Department personnel will respond as soon as possible and will process the vehicle for evidence and tow the vehicle through the use of a rotation towing service, towing service of the owner's request, or release the vehicle to the owner.
 - ii. When a vehicle is reported stolen within a jurisdiction outside of Los Alamos County and is recovered within Los Alamos County, Los Alamos Police Department personnel will respond. The responding personnel will process the vehicle for evidence and arrange for towing through rotation towing service, or the vehicle may be released to the owner at the scene.
 - iii. When a vehicle is reported stolen within Los Alamos County and a report is prepared by the Los Alamos Police Department, and the vehicle is recovered in another jurisdiction, the recovering agency will follow their procedure for the recovery of the stolen vehicle. Whenever the Communications Center is notified via teletype of a recovered stolen vehicle, they will notify the on duty Shift Supervisor and/or the Investigations Unit of the recovery. The on duty Shift Supervisor will insure that a supplemental report is completed.

B. Los Alamos Police Department Response (arrest made)

1. Los Alamos Police Department Authority
 - i. When an arrest is made for a stolen vehicle and the vehicle is recovered by Los Alamos Police Department personnel, the arrest, vehicle processing, towing and/or release of the vehicle to the owner at the scene, will be accomplished by Los Alamos Police Department personnel. If Los Alamos Police Department personnel originally reported the case, a supplemental report will be prepared. If the stolen vehicle was reported by any other jurisdiction the Communications Center will notify the appropriate agency, via teletype, and afford them a reasonable time frame to respond, or decline to respond. The processing and/or recovery of the vehicle (and the completion of necessary reports) are the responsibility of the arresting Officer and/or the Investigations Unit.

- ii. When an arrest is made for a stolen vehicle by another law enforcement agency and the recovered vehicle is outside of Los Alamos County and the recovered vehicle was reported stolen by the Los Alamos Police Department. The recovering agency will handle the arrest, process the vehicle and arrange for the towing of the vehicle or release it to the owner. Communications Center will notify the on duty Shift Supervisor of the recovery and the Shift Supervisor will insure that a supplemental report is completed. The Communications Center will make diligent efforts to notify the owner if requested to do so by the arresting Officer's agency. If the vehicle is linked to a major offense that is under investigation the Communications Center will direct the recovering agency to secure the recovery scene. The Communications Center will notify the on duty Shift Supervisor or the Investigations Unit for directions regarding the examination of the vehicle.

C. Forms and Notifications for Recovered Vehicles

1. When a vehicle is recovered within Los Alamos County, the Officer will prepare a "Vehicle Towing Authorization and Inventory" sheet (appendix A), and arrange for a rotation towing service to take charge of the vehicle. The Officer will also attempt to notify the owner of the recovery. Whenever the vehicle owner is not notified, or does not respond to the scene to take custody the vehicle, a "Notification to the Owner of Recovered Stolen Vehicle" form (appendix B) will be prepared and then mailed or otherwise delivered to the owner of the vehicle.
2. The "Vehicle Towing Authorization and Inventory" sheet and "Notification to the Owner of Recovered Stolen Vehicle" form will be attached as enclosures in the vehicle recovery case report. When the original case was initiated by the Los Alamos Police Department, the Officer will request the Communications Center to make the appropriate cancellations in NMCIC/NCIC and cancellation of the BOLO.
3. When the original case was initiated by any other law enforcement agency the Officer will request that the Communications Center notify that agency by teletype of the recovery, and the responsibility for cancellations (NMCIC/NCIC, BOLO etc.) lies with that original reporting agency.

D. Processing of Recovered Stolen Vehicles

1. All Los Alamos Police Department personnel will notify the Investigations Unit response when recover a stolen vehicle is recovered and involved in the following listed crimes:
 - i. Homicide
 - ii. Robbery
 - iii. Car jacking
 - iv. Rape
 - v. Kidnapping
 - vi. All serious felonies
 - vii. Upon direction of the Shift Supervisor.
2. When a vehicle is reported stolen by the Los Alamos Police Department and recovered by the Los Alamos Police Department, the Officer and/or the Investigations Unit will process the vehicle for latent fingerprints and other relevant evidence.

3. When a vehicle is reported stolen by another jurisdiction and recovered by the Los Alamos Police Department, the Officer and or the Investigations Unit, upon request of the originating agency will process the vehicle. The originating agency is responsible for canceling the entry in NMCIC/NCIC.
4. Whenever a vehicle reported stolen by the Los Alamos Police Department is recovered by any agency outside of Los Alamos County, the Communications Center will request the recovering agency handle the recovery according to their policy. The Communications Center will notify the on duty Shift Supervisor and he or she will insure that the necessary reports are completed. If a crime previously listed is linked to the vehicle, the Investigations Unit will be notified, and the Detective assigned will determine if a response will be made.

E. Towing of Recovered Stolen Vehicles

1. Whenever an Officer recovers a stolen vehicle and requires a wrecker, the Officer will request that a rotation wrecker be dispatched to the scene.

F. Disposition of Property Found In Recovered Stolen Vehicle

1. Whenever evidence is located with the recovered stolen vehicle the Officer will handle this as he or she would any other evidence, by preparing an evidence sheet and placing the evidence in a designated secure evidence storage area. The recovery and storage of the evidence will be noted in the case report or supplemental report.
2. Vehicle Registration Plates
 - i. Registration plates that are not assigned to the recovered vehicle and are not reported stolen will be removed and placed in evidence.
 - ii. If they are reported stolen by another agency, the Officer will prepare a separate case report for the recovery and make the appropriate notifications. That agency is responsible for the cancellation of entry in NMCIC/NCIC.
 - iii. Registration plates that are not assigned to the recovered vehicle and are reported stolen by this agency will be placed in evidence. The Officer will prepare a supplemental report to the case related to the stolen registration plate and make the appropriate notifications. The Communications Center will remove the registration plate entry from NMCIC/NCIC.

G. Vehicles will be towed when:

1. The vehicle obstructs traffic, and based on exigent safety concerns must be removed to protect the public from harm. In these situations the Officer will check with the Shift Supervisor prior to towing the vehicle. Vehicles shall be impounded if no other means of removing the hazard are available.
2. The vehicle has been stolen or abandoned
3. The vehicle has been vandalized or involved in an accident, causing damage to the vehicle to the extent that it is inoperable.

4. The vehicle/driver is in violation of traffic codes whereby it would be illegal and improper to allow the vehicle to be driven or operated.
5. The vehicle is in the department's custody and is needed for evidence processing due to a hit-and-run accident or other criminal investigations.
6. The driver has been incapacitated, hospitalized, arrested or taken into custody; or when the vehicle cannot be released to a responsible party.
7. The vehicle displays either the wrong registration plate or a stolen registration plate or ownership cannot otherwise be established.
8. When circumstances exist where the vehicle was used in the commission of a felony and forfeiture proceedings will be initiated on said vehicle.
9. Any time a vehicle is towed/impounded, the Officer handling the incident shall complete the applicable report, along with the "Vehicle Towing Authorization and Inventory" sheet, so there will be a record of the impoundment.

H. A written report will be submitted when:

1. A vehicle is towed or removed at the direction of an Officer and the report will reflect the time, date, location, requesting Officer, reason for removal or tow, the towing service or wrecking company used, the towed location of the vehicle and any attempts made to contact the registered owner when the situation deems necessary.
2. Exigent circumstances may exist which would prohibit notifying the owner(s) of a vehicle as to the location of their vehicle. Those incidents will be handled on a case-by-case basis. In those situations, the assigned Officer or Detective and Communications personnel will be notified so they may contact, or attempt to contact, the owner and make the necessary notification.

I. Tow/Wrecker Log

1. The Communications Center will be notified in every case where a vehicle is towed and/or impounded. This will include owner/operator requests.
2. The Communications Center will maintain a Tow/Wrecker Log of all towed and/or impounded vehicles to include the location of the vehicle and contact information.

J. Authority to release (on site) a vehicle, upon request of the owner/driver, to a third party.

1. An Officer may decide to release a vehicle to a third party based upon the following criteria; after having consulted with his or her immediate supervisor who, when possible, will act as a witness.
2. The Officer may release a vehicle to a third party upon insuring that:
 - i. The driver of the vehicle is in legal possession of the vehicle by examination of the vehicle registration, title, vehicle registration inquiry, N.C.I.C. inquiry, etc.

- ii. The "WRITTEN CONSENT TO RELEASE VEHICLE" form (appendix C) was filled out and signed by the owner/driver in order to transfer the custody of the vehicle to a third party (thereby releasing the Department and Officer(s) from liability for the release of the vehicle).
- iii. The third party accepts responsibility for the vehicle by filling out the section of the "WRITTEN CONSENT TO RELEASE VEHICLE" form giving his or her name, address, date of birth, driver's license information and phone number(s).
- iv. The third party signed the statement on the "WRITTEN CONSENT TO RELEASE VEHICLE" form accepting responsibility for the vehicle.

K. Towing Police Vehicles

- 1. If a police vehicle is wrecked or disabled and it is necessary to tow the vehicle, the County Transportation Department will be notified so that arrangements can be made to tow the vehicle.
- 2. If Transportation Department is unavailable; the next wrecker on rotation will be called.

L. Authority to remove or relocate illegally parked/stopped/unattended vehicles (per 66-7-349 through 66-7-352 NMSA 1978) and (38-110 Los Alamos County Code).

- 1. Abandoned vehicles on public/county property. Prior to towing any vehicle on public or county property, the following steps are required:
 - i. The Officer will make a stolen vehicle inquiry giving the communications dispatcher the VIN and license number. The Officer will also attempt to contact the owner.
 - ii. The Officer will determine whether or not the vehicle is violating parking restrictions. The Officer will determine if the vehicle is obstructing traffic, private or public driveway(s), or is a hazard to other motorists.
 - iii. State and Local laws concerning the identification of abandoned vehicles will be followed prior to having any motor vehicle removed.
 - iv. If the owner cannot be located, and the vehicle is not causing a safety hazard, a registered letter will be sent to the last known owner of the vehicle as verified by a registration check through the New Mexico Department of Motor Vehicles within 48 hours. After a thirty (30) day waiting period, if the vehicle has not been removed, it will be deemed abandoned and will then be towed (per 66-1-4.1, A, 1,2,3, and 4 NMSA 1978). Once the vehicle is impounded, another registered letter will be sent notifying the owner of the location of his or her vehicle. Officers should make diligent attempts to contact the owner prior to the removal of the vehicle. Once the owner is located, a supplemental report will be submitted. The registration inquiry and a copy of the registered letter (s) will be retained and become part of the official police report.
- 2. Abandoned vehicles on private property. Vehicles abandoned on private property will not be towed unless they are needed for evidentiary purposes involving a

criminal offense or they are being confiscated subject to forfeiture proceedings. A Shift Supervisor will authorize all such impoundments.

M. Procedures for Towing Vehicles

1. Requests for wrecker services will be restricted to the wrecker on call in accordance with the wrecker rotation schedule. This does not preclude vehicle owners or operators from requesting a specific wrecker company or tow truck operator.
2. Officers will verbally inform vehicle owners or operators of their right to request a specific wrecker company or tow truck operator.
3. Under no circumstance will any Officer, member or employee of the Los Alamos Police Department recommend or suggest to the owner or operator of a vehicle being towed, that they should utilize any specific wrecker company or tow truck service.
4. No Officer, member or employee of the Los Alamos Police Department will, by virtue of his or her employment or service in an official capacity, accept any consideration or gratuity from any wrecker company or tow truck service or its employees.
5. 3. Officers, prior to authorizing the towing of a vehicle, will contact their respective on-duty Shift Supervisor and brief him/her as to the circumstances requiring the towing of a vehicle. The only exceptions to this rule are:
 - i. When the vehicle is being impounded due to an accident or arrest.
 - ii. The vehicle is being towed at the request of the vehicle owner or operator.

N. Vehicles towed for evidentiary purposes.

1. In those cases that require a vehicle be processed for physical evidence, personnel shall take the necessary steps to process that vehicle at the scene, whenever practical.
2. When vehicles belonging to victims or crime suspects must be towed, the following procedures apply:
 - i. A Police hold may be initiated authorizing a hold on a vehicle. A vehicle hold will be accomplished by utilizing the "Vehicle Towing Authorization and Inventory" sheet. The Officer will check the bold "HOLD" section of the sheet. The Officer and the wrecker driver will then sign the hold section of the sheet. Prior to placing a vehicle on hold, the Officer is required to obtain approval from a Shift Supervisor.
 - ii. When the impounded vehicle is held in evidence or must be held for evidentiary examination, the vehicle will be towed to the Department's secured impound lot or to a Department approved, secured impound lot.
 - iii. The vehicle will be secured against unauthorized entry and contamination:
 - a. The Investigations Unit will be notified, if necessary.

- b. Evidence seals will be affixed to the vehicles doors, windows, engine compartment and trunk compartment.
 - c. An evidence sheet will be filled out for the impounded vehicle and its keys shall be turned over to the property custodian or designee. A copy of the "Vehicle Towing Authorization and Inventory" sheet will be given to the Office of the Chief of Police for accounting purposes and for tow company payment (if applicable).
- iv. Any vehicle having a Police hold placed on it by the investigating Officer, for reasons other than evidence or forfeiture, shall be towed to the Los Alamos Police Department impound lot or to a Department approved secured impound lot. The "Hold" status will be entered into the Tow/Wrecker Log that is maintained by the Communications Center. A Shift Supervisor must also authorize the hold.
- 3. The gates to the Los Alamos Police Department impound lot are to be locked at all times. Under no circumstances are they to be left unlocked or open. All Shift Supervisors are issued keys to the Police impound lot and it shall be their responsibility to allow Officers access when needed
- 4. If the vehicle needs to be released from the "Hold" status due to exigent circumstances, and the Officer who authorized the tow and placed the hold cannot be contacted to release the vehicle, the vehicle may be released by a Supervisor in the investigating Officer's chain of command.

O. Search and Seizure of Vehicles

- 1. An Officer making a vehicle stop can request from the owner or operator of the vehicle, consent to search the vehicle. However, the Officer should keep in mind that the Courts would consider some circumstances as to whether the consent obtained was valid.
- 2. A traffic stop alone, is not a basis for a protective sweep. There must exist knowledge of some fact(s) providing a founded suspicion of the presence of a weapon(s) and/or the dangerousness of the person(s).

P. Inventory Search of Vehicle

- 1. All vehicles impounded, towed or seized by the Los Alamos Police Department must be searched and inventoried. Inventory searches are primarily conducted to preserve an accurate description of all items located within the vehicle. The list of property located during the inventory search will be available for the Department and the owner of the vehicle, to confirm that all property within the vehicle is accounted for at the time of the seizure.
- 2. Whenever possible, inventory searches will be conducted prior to the vehicle being removed from the scene. In the event that an inventory is not possible at the scene, the inventory search will be conducted at the earliest possible time after the vehicle has been delivered to the impound location.
- 3. Inventory searches will be conducted as follows:

- i. A complete search of the vehicle will be initiated and all items located during the search will be listed on the Los Alamos Police Department "Vehicle Towing Authorization and Inventory" sheet.
 - ii. Whenever practical, the property will remain with the vehicle.
 - iii. Any evidentiary weapons, contraband or other evidence items located during the inventory search, will be seized and placed into evidence. The Officer seizing the items will complete an evidence sheet.
- 4. In the case of an arrest, a property receipt will be given to the arrestee for items that are not left with the vehicle such as non-evidentiary firearms, money, expensive jewelry, etc.
 - i. Non-evidentiary firearms, money, expensive jewelry, etc. will be entered as safekeeping property using LAPD Form 343 and turned over to the evidence custodian as described in General Order 225.00.
- 5. Upon completion of an inventory search, the Officer will prepare the following documents:
 - i. Vehicle Towing Authorization and Inventory sheet.
 - ii. The appropriate report(s).
 - iii. Property receipt (if applicable).
 - iv. Evidence sheet (if applicable)
 - v. Arrest reports (if applicable).
- 6. A copy of the Vehicle Towing Authorization and Inventory will be provided to:
 - i. Owner/operator of the vehicle (if available).
 - ii. Towing/Wrecker company driver.
 - iii. The crash report, case report, supplemental report, or information report.
 - iv. The Communications Center (if requested).

Q. On-call Wrecker Rotation

- 1. The Communications Center will maintain a log of local tow/wrecker services that have agreed to be on the Los Alamos Police Department wrecker rotation.
- 2. Tow/wrecker services must meet the following criteria to maintain their on call status with the Department:
 - i. Be able to respond to any location in Los Alamos County within a maximum of thirty (30) minutes from the time that they are called.
 - ii. Maintain a 24-hour contact phone (not a pager).
 - iii. Accept responsibility and liability for all vehicles and their contents that the company tows, stores and impounds.

- iv. Tow/wrecker service must provide current certificates of insurance, vehicle inspection reports, and brake inspector qualifications yearly.
- 3. Communication Center personnel will call out tow/wrecker services in the order that they appear on the on call list and continue to rotate through the list so that all companies on the list “take turns” fairly.
 - i. If a tow/wrecker service does not answer the phone upon the initial call, the next service on the list will be called and so on.
 - ii. If the tow/wrecker service does answer the phone but will not be able to respond within the required thirty (30) minutes, the next service on the list will be called.
- 4. The Communications Center will maintain an up to date log of tow/wrecker services that do not meet call out criteria.
 - i. Tow/wrecker services that do not respond to call outs (for any reason) five (5) or more times within two consecutive calendar months, will be dropped from the on call rotation until assurances can be made that the service will respond properly to call outs.
 - ii. The Communications Center Supervisor will advise the tow/wrecker service (in writing) that they have been removed from the call out rotation.

Approved by:



Dino Sgambellone
Chief of Police

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217.00 Foot Pursuit			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this policy is to secure a balance between protecting the lives of our officers, the public and upholding our duty to enforce the law and apprehend violators. This policy shall apply to all Los Alamos Police Officers

II. POLICY

It is the policy of the Los Alamos County Police Department that officers may engage in foot pursuit operations in accordance with applicable laws and the procedures as set forth in this General Order.

III. DEFINITIONS

FOOT PURSUIT - means to the physical attempt by an officer, without the aid of a vehicle or other motorized device, to detain, arrest, or otherwise take physical custody of an individual who attempts to flee on foot.

VIOLATOR - Includes any individual who a police officer reasonable believes has committed an offense or poses an immediate threat to the safety of the public or other officers.

TEAM CONCEPT - Describes the practice of having two or more officer's work together during a foot pursuit. The officers work in unison via direct or indirect communication to coordinate their efforts, remain aware of the location of officers and suspects, and keep abreast of the status of the pursuit.

IV. PROCEDURES

- A. The Los Alamos Police Department recognized that our officers have the authority, at all times, to attempt to stop any individual suspected of committing any criminal offense, violation, or traffic infraction. However, the department realized that while the officer initiates the stop, the violator provokes the pursuit by fleeing. Therefore, pursuing officers will base their decisions on whether to pursue a fleeing suspect on the degree of risk to them-selves or others.

B. Risk factors to be consider:

1. Whether the suspect is armed;
2. How serious is the suspect's offense i.e. does he or she pose a serious threat to the community if allowed to escape;
3. Officer acting alone
4. Backup officers availability in a timely manner

5. Number of suspects being pursued
6. Officer's physical condition
7. Location:
 - i. Nature of area -- (i.e. residential, commercial, freeway) which impacts the safety of all those who may be affected by the foot pursuit.
 - ii. Conditions of structures: abandoned and condemned.
 - iii. Environmental factors: weather conditions or darkness.
 - iv. Area of pursuit is hostile to law enforcement personnel
8. Ability to apprehend the subject at a later time. i.e. identity is known
9. Communications Issues:
 - i. Officer familiarity with location-able to identify subject's location with accuracy during pursuit.
 - ii. b. Radio frequency and coverage -- Is officer in area where radio coverage may fail.

C. Officers should not conduct foot pursuits:

1. Into vacant or occupied buildings, structures, confined spaces, or wooded/ isolated locations without using the team concept or without supervisory authorization, except in the event of extreme urgency, such as the immediate threat to the safety of the general public or other officers;
2. If they believe that the danger to pursuing officers or the public outweighs the necessity for immediate apprehension;
3. If they get disarmed or lose possession of their service weapons
4. If they lose visual contact with the violator and become unsure of the suspect's where about or continued direction of travel;
5. If they lose contact with their fellow officers or the communication center;
6. If directed by their immediate supervisor.

D. Pursuing Officer Responsibilities:

1. The decision to initiate or continue a foot pursuit requires weighing the need to apprehend the suspect against the degree of risk to which the officer and others who are exposed to as a result of the pursuit.
2. Once an officer decides to engage in a foot pursuit, the officer must immediately relay the following information to communications:
 - i. Officer identifier
 - ii. Location (continuing responsibility)
 - iii. Direction of travel
 - iv. Description of suspect
 - v. Whether suspect is armed
 - vi. Reason for foot pursuit
 - vii. Coordinating with other officers to establish perimeter for containment.

3. Officers should always wait for backup if they believe that the suspect is armed or extremely dangerous.
4. The primary officer should maintain sufficient tactical gap between him or herself and the suspect to allow time for maintaining cover and allow for the arrival of backup officers before engagement.
5. If other officers are on the scene or arrive shortly afterward, primary officer or supervisor should communicate with them to set up a perimeter in the area to contain the violator.
6. If a supervisor is not on duty, the primary officer should have communication center contact and apprise the on-call supervisor as soon as possible.
7. Pursuing officer should always ensure that suspects who flee from vehicles do not have accomplices in the car that may attack from behind.
8. Officers should always take their vehicle keys with them to avoid having suspects return to the scene and flee in police units.
9. Officers should always try to follow the same general path as the suspects so that the officers will discover any hidden obstacles - such as clotheslines, wire, cables, holes, and sprinkler heads, etc.
10. Officers should always remain cautious, in control and alert for additional threats and other changes in the situation.

E. Supervisor's responsibility:

1. Monitor the pursuit and direct available resources to provide for the swift and safe apprehension of the suspect.
2. Terminate any foot pursuit where the risk to the officer, the public, or the suspect outweighs the need for the foot pursuit.
3. Consider the use of specialized units/personnel to aid in the apprehension i.e. canine, SWAT following containment etc. In the absence of a supervisor, this consideration should be undertaken by involved officers.

F. Communications Responsibility:

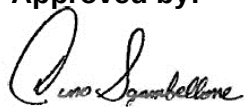
1. Maintain open communications with involved officer.
2. Notify a supervisor and provide relevant information (without compromising ability of involved officer in communicating ongoing information)

G. Incident Review:

1. At the conclusion of a foot pursuit as defined by this policy, officers shall complete a pursuit review form and submit it to their immediately supervisor along with all supporting documentation.

2. The immediate supervisor will forward the officers report with supporting documentation and his/her review through the chain of command to the Chief of Police for review.

Approved by:

A handwritten signature in black ink, appearing to read "Dino Sgambellone".

Dino Sgambellone
Chief of Police

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218.00 Weapons			
Effective Date:	Jan 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.06.01		

I. PURPOSE

The purpose of this General Order is to establish guidelines for the issuance, carrying and use of weapons by sworn full-time and reserve Police Officers, of the Los Alamos County Police Department. (See also General Order 219.00 – Use of Force).

II. POLICY

It is the policy of the Los Alamos County Police Department that weapons are authorized for on-duty sworn Police and Reserve Police Officers and specially designated personnel ONLY. Further:

1. The weapon(s) to be carried meet the requirements set forth in this policy.
2. The individual Officers have met all New Mexico requirements for certification as a law enforcement officer as set forth in State statutes and/or as established by the Chief of Police;
3. The Police Officers (full-time and Reserves), have successfully completed all applicable and required training in their safety, retention and lawful use, have been appropriately certified (where required), and have demonstrated sufficient proficiency in their use; and when
4. Police Officers (full-time and Reserves), maintain all certifications/qualifications and remain proficient in the safe and lawful use of the approved weapons.

III. DEFINITIONS

DEADLY FORCE – Force which is likely to cause death.

LESS LETHAL FORCE – A level or degree of force that is planned, intended and applied which meets objectives but with less potential for causing death or serious physical injury than deadly force.

LESS LETHAL IMPACT MUNITIONS – Munitions which are fired, launched or otherwise propelled for the purpose of forcing compliance to verbal directives or overcoming resistance that are designed and intended to prevent serious injury or death. Examples of less lethal impact munitions include, but are not limited to, beanbags, launch able foam and rubber pellets.

NON-LETHAL WEAPONS – A weapon employed to force compliance, overcoming resistance or preventing serious injury without the significant likelihood of causing death.

Examples of less lethal weapons include, but are not limited to, batons, Pepper ball and chemical spray.

SYMPATHETIC MUSCLE REFLEX – An involuntary muscle contraction of the finger and/or hand.

SECONDARY/OFF-DUTY HANDGUN – A personally owned or Department issued firearm.

AUTHORITY

Los Alamos County Police Officers and Reserve Police Officers are authorized to carry firearms and other weapons only in accordance with State law.

1. Full-time and Reserve Police Officers of the Department are authorized and required to carry firearms and other approved weapons while on-duty.
2. Full-time Officers are authorized to carry firearms while off-duty in compliance with State law.
3. Reserve Officers are allowed to carry firearms in a concealed manner while on-duty. They are *not allowed* to carry a concealed firearm off-duty unless in compliance with a State Concealed Weapons Permit, if they have one.

IV. PROCEDURES

A. Approved Firearms, Weapons and Ammunition

1. Only handguns specifically approved by the Chief of Police or his or her designee may be carried.
2. Police Officers may be issued Department handguns. They are required to carry them, or other Department Firearms Instructor, and Bureau Commander approved handguns, while on-duty as their primary use weapon. These weapons may also be carried off-duty.
3. The Department's Firearms Instructors shall provide the Office of the Chief with a list of the firearms assigned to each officer and shall be responsible for the Department's inventory of firearms and ammunition. The head firearms instructor shall conduct an inventory of all firearms owned by the Department on an annual basis and provide a report to the Chief of Police or designee.
4. The Office of the Chief, or his or her designee, will maintain records of all approved weapons that have been issued, assigned, and/or carried by sworn full-time and reserve officers.
5. Once approved by a Department Firearms Instructor and the Chief of Police (in writing), no weapon shall be modified, worked on or repaired except by an authorized Department Firearms Instructor, manufacturer's representative or a certified gunsmith. All modifications and repairs must be reported to and approved by a Department Firearms Instructor or Bureau Commander or his or her designee prior to the weapon being worked on. Members shall perform routine maintenance and cleaning of issued/approved firearms and keep the weapon in readiness

condition at all times. If the weapon is fired while on-duty or at the range, it shall be cleaned prior to the next tour of duty. All modifications to weapons must be approved by a Department Firearms Instructor and the Chief of Police in writing and prior to any modification being made.

6. Any non-Department issue firearm or any change in the weapons issued or carried by officers will be requested in writing to a Department Firearms Instructor and the Chief of Police and receive their specific written authorization prior to doing so. Included in the request submitted to the Chief of Police will be a statement from a Department Firearms Instructor stating that the weapon modifications are safe and that the individual officer has met all requirements regarding the training and safe use of the weapon and has demonstrated his or her proficiency in the use of the weapon.
7. Off-duty handguns: Off-duty officers are not required to carry a weapon while off-duty, but they are authorized and encouraged to so, but only in compliance with State law.
8. Officers shall not carry a firearm when consuming or under the influence of alcohol except as may be authorized in the performance of their duties.
9. Officers shall not carry a firearm while under the influence of drugs, including prescription drugs and over the counter medications that may cause impairment.
10. Officers shall not carry a firearm into any establishment or facility where the weapon would be illegal, unsafe or unfeasible except as may be required in the performance of their duty.
11. Officers will not have any weapons on their person or in their County vehicle that has not been authorized.

B. All duty firearms:

1. Must be approved by a Department Firearms Instructor and the Chief of Police in accordance with this General Order.
2. The following are approved calibers: .38, 9mm, .40, 357 sig, 357 S&W Mag, .45ACP, .45GAP
3. May be carried concealed as a secondary on-duty weapon.
4. An officer carrying any handgun must comply with the laws of any jurisdiction they are in regarding the carrying of a firearm, to carrying concealed or in "open-carry" status, loaded or unloaded, securely locked or not, within easy reach or not, separated from all ammunition or in a loaded condition.
5. Secondary handguns must be completely secure to prevent their loss or accidental discharge when carried on or about the officer's person.
6. Officers carrying a secondary handgun may be required to provide their own, but Department approved, ammunition.

7. The Department assumes no liability if a personally owned firearm is damaged or lost in the line of duty.
8. Officers on specific or special assignment are authorized to carry a Department approved secondary handgun as their primary use weapon if specifically approved by a Department Firearms Instructor and the Chief of Police provided the officer has qualified with the weapon.

C. Shotguns

1. Shotguns of pump-action design, with a barrel length of 18 to 20 inches, and chambered for 12-gauge ammunition, are required to be carried on duty. Shotguns may be issued by the Department or personal shotguns may be used, if approved by a Department Firearms Instructor or Bureau Commander.
2. The following shotgun accessories are authorized:
 - i. Sling and swivels (required)
 - ii. Spare ammunition carrier (sidesaddle or elastic)
 - iii. Flashlight attachment
3. An officer carrying a shotgun on-duty shall have first demonstrated to a Department Firearms Instructor his or her knowledge of the safe operation of the firearm and their qualification proficiency with the weapon as required by the Department.
4. Officers using shotgun slug ammunition must pass the course for slugs prior to carrying or using slug ammunition.

D. Rifles

1. Department issued or personally owned shoulder fired rifles are authorized for use on-duty, subject to the following conditions:
 - i. The weapon is inspected and approved by a Department Firearms Instructor and the Chief of Police. (Rifles manufactured by Colt, Ruger, Heckler and Koch, Bushmaster, Armalite, Olympic Arms, Remington, Rock River Arms, or Winchester will typically be approved).
 - ii. All rifles approved for duty use must be unmodified and either of bolt or semi-automatic design and bear an original manufacturer's trademark. Fully automatic weapons are NOT permitted except as may be specifically authorized by the Chief of Police or his or her designee.
 - iii. All rifles must be of 9mm, .40 S &W, .223, or .308 caliber.
 - iv. All rifles must be equipped with a full-length or collapsible stock.
 - v. A manual safety device is required on all rifles.
 - vi. An officer desiring to carry a personally owned rifle on-duty must:

- a. Demonstrate to a Department Firearms Instructor his or her knowledge of the safe operation of the firearm and their qualification proficiency in the same course of fire as required for Department issued rifles.
 - b. Submit their request for authorization to carry the rifle to the Chief of Police and attach a completed LAPD Form 345 / 5-01-08 a Department Firearms Instructor verifying that all of the requirements in this General Order have been met.
 - c. Not actually carry the rifle until they have received written authorization from the Chief of Police to do so.
- 2. An officer authorized to carry his or her own rifle shall turn-in any and all Department issued rifles to their Commander for proper inspection and return to the Department's armory.
- 3. An officer desiring to change rifles must repeat the entire process to carry it as presented in this General Order.
- 4. The following accessories are authorized with approved rifles:
 - i. Sling and swivels
 - ii. Night sights, including ambient light amplifiers (night scopes) and Telescopic sights provided they do not restrict or block the use of iron sights
 - iii. Lighting systems/lasers
 - iv. Bipod

E. Ammunition

- 1. Only ammunition approved by a Department Firearms Instructor and issued by the Department is authorized for use in Department weapons.
- 2. Ammunition for non-Department issued secondary weapons may be issued by the Department, or if provided by the individual officer, it must be approved by a Department Firearms Instructor and the Chief of Police. The Department's Range master shall consult with the Chief of Police regarding issue and authorized ammunition prior to its use.
- 3. Only factory ammunition is authorized for use in Department owned or approved firearms. Other reloaded, remanufactured or "hot shot" ammunition is not authorized.
- 4. Department Firearms Instructors are responsible for maintaining an adequate ammunition supply for department issued weapons, both for practice and duty use.
 - i. The ammunition inventory will be carefully controlled through the use of a log to track how much ammunition was used in training or practice and/or issued.
 - ii. The head firearms instructor will conduct an inventory of all ammunition owned by the Department on an annual basis and provide a report to the Chief of Police or designee.

F. Holsters

1. All authorized handguns must be carried securely in a holster that incorporates a minimum of one safety device and has been approved by the Department's Range Master. Fanny packs or other weapons carrying systems or arrangements must be approved by the Department's Range Master or Bureau Commander.

G. Concealment

1. Officers who are on-duty in plain clothes and officers who are off-duty and not in uniform will ensure that their weapon is secured and carried in compliance with State law.
2. Officers working in plain clothes may carry their firearm outside of police facilities when the badge is clearly visible and in proximity to the weapon.

H. Training/Qualification

1. All full-time and reserve officers, prior to being authorized to carry or use a firearm, will successfully complete a Department approved familiarization and orientation course of instruction on the weapon from a Department Range Master or Firearms Instructor as well as instruction on the Department's General Order 219.00 – Use of Force and a Department approved course on Weapons Retention as presented by a qualified Department instructor. As part of the training, the officer must show that s/he comprehends the legal issues involved in the use of weapons, demonstrate the safe use of the weapon, knowledge of how to clean and maintain the weapon, and prove his or her proficiency by passing a State or Department approved course of fire. All proficiency exams must be in accordance with current Department approved firearms courses, conducted by a Department Firearms Instructor, and have the scores filed in the Office of the Chief or his or her designee.
2. The Department Range Master will schedule no less than one mandatory firearms "qualifications shoot" per year for handguns, shotguns and rifles. Additional qualifications may be scheduled by the Chief of Police or the Department's Range Master.
3. All officers, regular and reserve, must qualify with their duty weapon and each weapon they are authorized to carry at the appropriate qualification. In addition to their handgun, officers are required to qualify with the shotgun (Buckshot course). Failure to qualify with secondary weapons, shotgun slug or rifle will disqualify the member from carrying that weapon until they have been re-qualified. Qualification requires a passing score of at least 70% on an approved course of fire. Members who fail to qualify will be given a second and, if necessary, a third opportunity to qualify. No more than three attempts to qualify on each course of fire (day/night) will be permitted on the same day. Failure to qualify by the third opportunity will result in the member being dismissed from the range and the failure being reported through the member's chain of command to the Chief of Police. Failure to qualify with the duty weapon will result in reassignment to unarmed type duties until such time as they are re-qualified with the weapon. (NOTE: The Chief of Police reserves the right to allow personnel failing to qualify with their duty weapon to remain on regular duty status based on the operational needs of the Department). Such re-qualification shall be preceded by a remedial course of instruction by a Department

Firearms Instructor which shall be scheduled as soon as possible by the Operation's Commander or his or her designee.

4. The Department Range Master overseeing firearms qualifications shall review the Range Rules with all officers, DOs and PSAs prior to initiating the qualifications. All members shall review and sign a copy of the Range Rules prior to firing any weapon. Any weapons malfunctions or accidental discharges occurring at the range will require the weapon to be inspected by a Department Firearms Instructor for safe operation before being placed back in service.
5. "Alibi" rounds will only be approved in the event of a weapon or ammunition malfunction which was not within the control of the qualifying officer. "Stovepipes" and other malfunctions must be cleared immediately by the shooter and do not count as alibis. Improper position, insufficient number of rounds available, magazine not properly seated, no round in the firing chamber, difficulty drawing the weapon, less than the required number of rounds fired or fired within required time constraints or other causes within the control of the member are not sufficient justification for approval of additional rounds for purposes of qualifying.
6. Any member who has suffered an illness or an injury which could affect his or her ability to effectively use their weapon will be required to re-qualify with their weapon(s) with a Department Range Master or Firearms Instructor prior to returning to duty status.
7. Any member who has been on extended leave, placed on Administrative Leave due to a Use of Force incident, or otherwise not able to attend, or who has missed a scheduled qualification, will be required to qualify with their weapon(s) with a Department Firearms Instructor prior to returning to duty.
8. All Department firearms training will be approved in advance by the Operation's Commander. Such training shall be documented to reflect attendance; course(s) fired or specific type(s) of training presented; individual officer proficiency; serial number, make and model of the weapon(s) used to qualify by each member, and any other information deemed appropriate by the Chief of Police or his or her designee.
9. Members firing at the range must wear similar clothing to that worn on-duty to include ballistic vest and baseball cap (or other approved brimmed hat), eye and ear protection, holster and magazine pouch.
10. The Department Range Master shall, depending on range availability, ammunition supplies, and other factors, schedule "practice" and "qualification" shoots. At least one "qualification shoot" shall be held each year in accordance with State requirements. S/He shall also schedule practice qualifications and tactical weapons courses of fire during the year.

I. Remedial Training

1. Personnel assigned to remedial firearms training are not permitted to return to their normal duty assignment until they satisfactorily complete the required training and qualify with their duty weapon unless otherwise ordered by the Chief of Police or designee.

2. Members required to attend remedial firearms training after failing to qualify as required, will be given a maximum of three remedial firearms training sessions. At the conclusion of each, the member will be required to fire for qualification.
3. Members failing to qualify after their first *remedial* training session will have their Department badge and identification, department firearms, and Department vehicle removed from their possession. A second remedial training session will be scheduled. The member will be assigned to non-enforcement duty only, if available, or placed in paid suspension.
4. Personnel failing to qualify after the second remedial training session will remain on paid suspension or assigned to non-enforcement duties and assigned to attend a third and final remedial training session as soon as possible and given the third and final opportunity to qualify.
5. Members failing to qualify after their third remedial will be terminated from the Los Alamos County Police Department or the Reserve Program.
6. Members failing to qualify and assigned to remedial firearms training are expected to practice on their own as necessary to acquire and maintain the required weapons skills.
7. Members are allowed only one series of remedial firearms training in a twelve-month period. Failure to qualify after the third remedial will result in termination from the Department or Reserves.

J. Approved Weapons Handling

1. All firearms handling will conform to safe and proper uses and practices and in accordance with established Department directives and training. The following are Department approved weapons handling situations:
 - i. Law enforcement Purposes
 - ii. Dispatch of a dangerous, sick or injured animal when no other alternative is readily available
 - iii. Use of non-lethal or less-lethal firearms munitions to discourage animals creating a threat or being a nuisance in business or residential areas with the prior approval of their supervisor
 - iv. Official supervisory weapons inspections
 - v. Cleaning and maintenance
 - vi. Firearms that are evidence and associated with a Department investigation
 - vii. Firearms qualifications
 - viii. Approved firearms training
 - ix. Authorized maintenance and repairs

K. Accidental, Negligent or Improper Discharge of a Weapon (See also General Order 219.00 – Use of Force and General Order 108.00 – Professional Standards). (EXCEPTION: Incidents occurring at the range that do not result in personal injury).

1. Upon any accidental, negligent or inappropriate discharge of a firearm by any member of the Department, the following shall occur:

- i. In the case of injury, appropriate medical assistance shall immediately be summoned.
- ii. In the case of any death or injury, the Operations Commander or Supervisor on-duty shall notify the Chief of Police as soon as possible.
- iii. In any event, regardless of injuries, death or damage, a full report of the incident will be written by the member(s) involved.
- iv. In any event, regardless of death, injuries or damage, the immediate supervisor of the involved member(s) shall notify the Operations Commander as soon as possible and conduct a preliminary investigation into the incident and provide a written overview of the event through their chain of command to the Chief of Police.
- v. The preliminary investigation will include the following as a minimum:
 - a. Written and photographic documentation of the scene
 - b. Written and/or recorded statements from all witnesses and personnel involved.
 - c. The on-duty supervisor shall also request additional investigative assistance if necessary based on the initial assessment of the incident and assume charge of the incident until relieved by higher authority.
- vi. The Chief of Police may request and direct, that an Internal, Criminal or other follow-up Investigation be conducted and immediately assign personnel to that task.
- vii. Any and all firearms involved will be immediately turned in to the on-duty supervisor or Operations Commander who shall cause the weapon(s) to be secured as evidence and inspected for safety and proper functioning by a qualified Department Firearms Instructor or other qualified/certified person before being allowed to be re-issued.
- viii. At the discretion of the Operations Commander or the Chief of Police, a new or different weapon(s) of the same make, model and caliber may be issued to the involved member(s).
- ix. In the event of any accidental, negligent, improper or inappropriate discharge of a firearm, the involved member(s) shall be required to attend remedial training and re-qualify with the weapon(s) involved prior to returning to duty. The Chief of Police may direct that the member(s) meet with a Department designated psychiatrist/psychologist before returning to duty status.
- x. In the event that the Operations Commander or the Chief of Police believes that the member(s) is not capable of immediately resuming their duties, s/he shall place them on appropriate "Sick Leave" or "Administrative Leave with Pay" in the manner consistent with County Policy.
- xi. Based on the results of any investigation, the involved member(s) may be subject to disciplinary action as deemed appropriate by the Chief of Police.

L. Firearms Maintenance

1. Members are required to keep all assigned/approved firearms in their charge or care in a clean, lubricated and proper working condition as specified by the manufacturer.
2. Beyond what is necessary for routine cleaning and maintenance, only a Department approved armorer, Range Master, Firearms Instructor, manufacturer's authorized repair facility or their representative, or a certified/approved gunsmith may disassemble, modify or make repairs to any Department issued weapon.
3. Authorization for emergency weapon repairs may be authorized by the member's Commanding Officer who may also authorize or direct that a Department weapon of similar make, model and caliber be temporarily issued to the officer pending repairs or replacement of the member's original weapon.
4. Prior to submitting any Department owned weapon for repairs, it shall be approved by the Operation's Commander. Upon its return, it shall be inspected by the Department's Range Master and approved for service by the Chief of Police or his or her designee.
5. Repairs and modifications to officer owned and Department approved weapons will be inspected by the Department's Range Master and approved by the Chief of Police or his or her designee before the weapon is placed back in service.
6. No modifications or alterations to any Department owned weapon or issued/approved ammunition will be made without prior to written recommendation by the Department's Range Master and approval by the Chief of Police or his or her designee.
7. The date and description of all repairs and/or modifications of Department owned or approved firearms or ammunition will be recorded and kept on file by the Department's Range Master.

M. Less Lethal and Non-Lethal Weapons

1. Authorized less and non-lethal lethal weapons:
 - i. Department approved chemical sprays
 - ii. Department approved batons
 - iii. Department approved weapons to launch and disperse teargas, pepper balls, beanbags, rubber balls or pellets
 - iv. Department approved Tasers.
2. Less lethal weapons are not authorized to be carried or utilized when in off-duty status.
3. Training
 - i. All members, before being issued, authorized to carry or use Department approved "less lethal weapons" shall successfully complete a Department approved familiarization and orientation course on such weapon(s). As part of this training, and anytime at the discretion of the Chief of Police, officers will be instructed in General Order 219.00 – Use of Force. Also as part of the less lethal weapons training, members shall demonstrate to the instructor his or her

proficiency in the use of the weapon. The training and proficiency in the use of less lethal weapons will be documented by the instructor and filed in the officer's training file.

- ii. All training in the use of less lethal weapons will only be conducted by Department authorized/approved weapons instructors.

N. Inspection of Weapons

1. All supervisors will conduct a formal weapons inspection at least quarterly of all weapons authorized for use by each member of their unit/team. The cleanliness and readiness of the weapon will be checked as will the ammunition accompanying the weapon to ensure that only Department approved weapons and ammunition are being used. Any indication that the member's weapon may not be fit for service shall require that it be referred to a Department Firearms Instructor and a similar weapon shall be issued in its place.
2. If at any time, a supervisor, Department Range Master or Firearms Instructor detects or discovers any unauthorized ammunition or modified ammunition in the possession of a member, it shall immediately be confiscated. The confiscated ammunition and a report concerning its discovery shall be forwarded to the member's Bureau Commander for investigation and possible disciplinary action.
3. Firearms Instructors shall inspect all weapons referred to them by a supervisor and all weapons presented at the range for cleanliness, safety, and readiness prior to their being fired. The Department Firearms Instructor shall note the weapon(s) serial number and verify it is an authorized weapon and assigned to the correct member.
4. Any weapon determined to be unsafe or inoperable shall immediately be removed from service until it has been properly repaired and approved for service. If the weapon in need of repair is the officer's duty or primary handgun, s/he will be issued a replacement of the same make, model and caliber for qualifications and use on duty until the original weapon has been returned or permanently replaced. If the weapon is the approved duty weapon and personally owned weapon of the member, it shall not be allowed to be carried until it has been repaired and approved by a Department Firearms Instructor. Carrying of a weapon determined to be unsafe or in need of repair after being so designated by a supervisor or Firearms Instructor, or which should have been reasonable known by the member to be in such condition, will subject the member to disciplinary action.
5. Any weapon removed from service will require that the member's supervisor or Firearms Instructor taking the weapon provide a written report of the action detailing the reasons for his or her actions. If the supervisor or Firearms Instructor is of the opinion that the member has inappropriately modified, mishandled, mistreated, or negligently damaged his or her weapon, they shall so state. Such report may be cause for the member's Bureau Commander to order an inquiry or full investigation into the circumstances surrounding the modification or damage to the weapon. A finding that suggests the damage to the weapon was due to improper care or mistreatment of the weapon by its assigned member may result in disciplinary action.

6. If the replacement weapon is not the same make, model or caliber originally assigned to the officer, s/he must be trained and qualified with the new weapon before returning to duty.

O. Security of Weapons

1. All Department weapons and ammunition shall be secured in the Department's Armory when not in use for training or law enforcement situations where they are/may be needed, or that have not been issued to authorized Department personnel.
2. Members shall safely secure all weapons to prevent access to them by unauthorized persons and to ensure compliance with all applicable laws. Firearms shall not be left unsecured at any time.
3. All weapons will be secured in provided gun lockers or in the member's vehicle trunk before entering any prison, jail, detention center or mental health facility in addition to any facility regulations that require further security measures.
 - i. **EXCEPTION:** This provision may be disregarded in situations whereby an inmate has obtained a weapon capable of inflicting great bodily harm or death and has demonstrated an intent to use the weapon for that purpose. The use of force in such situations will be in keeping with General Order 219.00 - Use of Force.
4. When the member's vehicle is to be repaired or serviced at any garage, dealership or repair facility, including Fleet Maintenance, all weapons will be removed and securely stored by the member.
5. While at the firing range, no weapon shall be left unattended.

P. Weapon Readiness Responsibilities

1. The readiness of weapons is the responsibility of the member. Weapons shall be carried in an applicable manner. This includes holstered sidearm(s), baton, chemical spray, Taser and rifle and shotgun in the member's vehicle.
2. Weapon readiness during a potentially threatening situation that may require the immediate use of force, a member may, draw his or her weapon (sidearm, rifle, shotgun, chemical spray, or baton). Such situations include, but are not limited to: High-risk or felony stops, building searches, open doors, challenging an armed subject, calls involving weapons, or other life threatening situations.
3. A member may use deadly force in accordance with General Order 219.00– Use of Force, and based on their firm belief that all other responses to resistance options are not feasible or have been exhausted and that his or her life, the life of a fellow member, or other person is in imminent danger of death or great bodily harm. All rules concerning the use of deadly force and the carrying of Department issued or approved firearms applies when the member is off-duty.
4. Deployment of Rifles and Shotguns

- i. When deployed outside of the vehicle, all long guns will be carried in the “low ready” or “sling arms” position. Upon exiting the vehicle, a round may be chambered only when the safety is in the “on” position. The safety is to remain “on” with all fingers outside of the trigger guard until the weapon is to be fired.
- ii. All long guns carried in a Department vehicle that is equipped with an approved carrying/storage mechanism or device shall be secured in the mechanism or device when not in use.
- iii. Weapon readiness does not include placing the finger on the trigger of the weapon before the weapon is to be intentionally fired.


Q. Special Considerations

- 1. Sympathetic Muscle Reflex may occur if the officer is startled, loses balance or exerts gripping pressure in the hand. If the trigger finger is not kept well below or above the trigger guard and against the frame of the weapon, this reflex may cause an accidental discharge. **Therefore, the finger is to be placed on the trigger only when the weapon is to be intentionally fired.**

R. Range Procedures

- 1. All members shall comply with these rules while at the firing range:
 - i. Baseball or other brimmed cap, eye and ear protection shall be properly worn when on the firing line.
 - ii. A ballistic vest is required to be properly worn by all personnel on the firing line.
 - iii. Weapons will be handled on the firing line or at the “hot zone” only as designated by the Range Master or the Firearms Instructor.
 - iv. Handguns will be holstered unless otherwise directed by the Range Master or Firearms Instructor. All long guns and handguns that are not holstered will be pointed down range.
 - v. Members shall adhere to all of the Range Master commands.
- 2. Do not anticipate commands.
- 3. Do not reach for magazines or other equipment or step off the firing line until the Range Master gives the “all clear.”
- 4. Be alert for and adhere to the “Cease Fire” order.
- 5. Anyone can call a “cease fire” if any unsafe condition develops or exists.
- 6. In the event that firearms training takes place at a facility other than the Sportsman’s Club, members will adhere to the range rules of that facility.
- 7. Members shall comply with the Four Basic Rules of Firearms Safety, which are:
 - i. Treat all weapons as if they are loaded
 - ii. Never let your muzzle cover anything you are not willing to destroy
 - iii. Keep your finger off the trigger until you are on target
 - iv. Be sure of your target and what is beyond and in front of your target.

Approved by:



Dino Sgambellone
Chief of Police

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219.00 Response to Resistance			
Effective Date:	Jan 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.05.01, 02, 04, OPR.12.01		

I. PURPOSE

The purpose of this General Order is to set forth Los Alamos County Police Department Policy and Procedures regarding response to resistance by officers of the Department by establishing guidelines that are in compliance with New Mexico law for the use of deadly and non-deadly force. This General Order is not meant, nor can it be expected, to encompass all possible incidents in which force is or will be used. This General Order is a guide to actions that might be taken by reasonable law enforcement officers in similar situations with similar knowledge, training and abilities. These guidelines are in accordance with the Reactive Control Model as adopted by the New Mexico Law Enforcement Academy. It is also the purpose of this General Order to set forth procedures for the investigation of incidents involving response to resistance by members of the Department.

II. POLICY

- A. It is the policy of the Los Alamos County Police Department to respect and value human life. To that end, members of the Department shall use only the minimum effective, reasonable and legal force necessary to protect human life, effect an arrest or to achieve other law enforcement objectives. The response used shall be based upon the principles of the Action-Response to Resistance/Aggression Continuum (hereafter referred to as ARC) and shall be determined by the actions of the involved subject and the Environment in which the subject is encountered. Generally accepted methods of response are identified in the model, with the levels of response corresponding to levels of offender resistance or aggression.
 - a. The list of officer responses provided in the RTR/A form is not intended to be in any specific order, but reflects on the amount of resistance encountered. The officer will choose the necessary response to gain control of the situation based on Department policy, physical capabilities, perception, training, experience and the circumstances encountered.
 - b. When force is used to overcome resistance and/or aggression, whenever possible the suspect should be transported to the detention facility and processed by officers not involved in the response to resistance.
- B. It is the policy of the Los Alamos County Police Department to ensure that a thorough, neutral, fair and impartial investigation is conducted into all incidents resulting in death or serious injury. Such investigations shall be conducted in all incidents in which an officer discharges a firearm (except as listed in Section III, below, of this General Order); in all incidents involving the actual or attempted use of deadly force; in all incidents in which a

death has occurred while the individual(s) is in Department custody; as a result of a vehicle crash involving a Department vehicle; or as a result of other actions by members of the Department. Investigations may be conducted in conjunction with the New Mexico State Police who shall have primary authority for directing the scope of the investigation involving the use of deadly force. Department members shall fully cooperate and assist in such investigations.

C. See also General Orders 218.00– Weapons and 406.01 – Professional Standards.

D. EXCEPTIONS

- a. Provisions of this policy do not apply to the following incidents unless it involves a death, serious injury or allegations of officer misconduct:
 - i. Shots discharged by accident that are not an attempted use of deadly force and which are investigated in conformance with General Order 218.00– Weapons.
 - ii. Shots properly fired at an approved firing range or during other legal recreational activities involving firearms.
 - iii. Shots fired in the necessary dispatch of a vicious or dangerous animal that is threatening human life or poses a serious threat to a neighborhood and where use of alternatives such as non-lethal weapons or munitions is not working, not practical or not feasible. A firearm may also be used where the dispatch of a sick or injured animal is required and where no other practical alternative is readily available. In such instances where collateral damage or injury results, a supervisor shall immediately be notified who will cause all actions as required in General Order 218.00– Weapons, specifying actions under accidental, negligent and inappropriate firearms discharges to be followed.

III. DEFINITIONS

DEADLY FORCE – Any response to resistance that is reasonably likely to result in death.

EXCESSIVE or UNNECESSARY FORCE – means force that exceeds the minimum effective amount of force to effect an arrest or that would be more than a reasonable and prudent law enforcement officer would use under the circumstances.

GARRITY RULE – refers to the U.S. Supreme Court decision that requires employees be advised of their rights prior to answering questions under certain conditions. See “Garrity v. New Jersey, 385 U.S. 493 (1967)” and LAPD Form No. 4108. Members may be required to answer questions in an Internal Investigation without an attorney being present and are subject to disciplinary action. An attorney is allowed to be present during a criminal investigation interview/interrogation.

NON-DEADLY FORCE – Any response to resistance other than that which is considered deadly force. This includes any physical effort used to control or restrain another or to overcome the resistance of another which is not intended nor expected to cause death.

OBJECTIVELY REASONABLE – Means that in determining the necessity for the response to resistance and the appropriate level of force, officers shall evaluate each situation in light of the known circumstances, including but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject(s), and the danger to the community.

REASONABLE BELIEF – means a belief that would be held by a reasonable or prudent law enforcement officer in the same circumstances as the acting person.

PHYSICAL FORCE – Means the use of empty hand techniques, control holds and/or other force necessary to affect an arrest

SERIOUS PHYSICAL INJURY – Means bodily injury which, either at the time of the actual injury or at a later time as a result of the injury, involves a substantial risk of death, substantial risk of serious permanent disfigurement, a substantial risk of protracted loss or impairment of the function of any part or organ of the body, or breaks or fractures to bones, or burns of the second or third degree.

TOX SCREEN – Means the obtaining of blood and/or urine sample(s) by a qualified medical technician for the purpose of determining the blood alcohol concentration level and/or if drugs are present, their type and levels.

RESPONSE TO RESISTANCE DOCUMENTATION – Refers to the appropriate level of reporting when levels of force are employed in which weapons were used. Cases involving death or serious bodily injury normally require in-depth documentation as required during an Internal Investigation (See General Order 108.00 – Professional Standards) whereas the use of physical force not resulting in serious bodily injury only require the submission of a response to resistance Report form. In both situations, the appropriate documentation shall be forwarded through the chain of command to the Chief, Deputy Chief and Staff Services Commander. Upon review of the documentation, the Deputy Chief may require additional information, recommend to the Chief of Police an Internal Investigation or refer the documentation to the appropriate files (e.g., case file, prisoner's file, Professional Standards files, and/or Training files).

IV. PROCEDURES

A. **Authorization** for the response to resistance is granted under New Mexico Statutes Annotated, 1978, Section 30-2-6, and states, in part, that:

1. Police officers are authorized to use deadly force in order to protect themselves and others from what is reasonably believed to be an immediate threat of death or serious bodily injury; and
2. When necessarily committed in re-taking felons when the officer has probable cause to believe that the escape will pose a significant threat to human life if not re-captured.

- i. Relevant factors in determining whether probable cause exists to believe that the fleeing felon will pose a significant threat to human life will include, but are not limited to, the nature of the felony and whether the felon is believed to be armed.
 - ii. For the purpose of this General Order, justifiable homicide is necessarily committed when an officer, in the performance of his or her/their duties has probable cause to believe that s/he or another is threatened with serious bodily injury or deadly force while performing their lawful duties.
 - iii. Before using deadly force, police officer shall, where feasible, identify themselves and state their intent.
 - iv. *Warning shots are prohibited.*
- B. **Where deadly force** is not reasonable, officers should assess the incident in order to determine which less lethal level of force or weapon will be best to de-escalate the situation, allow the officer to prevail and bring it under control. Officers are authorized to use less lethal force techniques and issued equipment for resolution of incidents as follows:
- 1. To protect themselves or another from physical harm;
 - 2. To restrain or subdue a person physically resisting the officer; or
 - 3. To bring an unlawful situation safely and effectively under control.
- C. Whenever feasible, the officer should, if not readily apparent, **identify him/herself as a police officer**, warn of their intentions and advise that the response to resistance is imminent.
- D. Response to Resistance**
- 1. As a person increases his or her resistance level from verbal to physical, an officer may have to increase the level of his or her response until the resistance ceases and the officer is able to gain control of the person. As soon as the point of the person's compliance is reached, the officer must de-escalate his or her response level to the minimum effective level of force to control the person and accomplish the law enforcement objective.
 - 2. Escalation and de-escalation of resistance levels may increase or decrease without going through the intermediate levels.
 - 3. There is always an option to de-escalate or disengage at any point.
 - 4. Factors involved in making a decision regarding the level of response to resistance by a person include:

- i. The seriousness of the crime committed by the person
 - ii. Size, age and weight of the person
 - iii. Apparent physical ability of the person
 - iv. Number of persons present who are involved or who may become involved
 - v. Weapons possessed by or readily available to the person
 - vi. Known history of the use of violence by the person
 - vii. Presence of innocent or potential victims in the area
 - viii. Whether the person can be recaptured at a later time
 - ix. Whether evidence is likely to be destroyed
5. Factors involved in making a decision regarding the level of response to resistance by an officer include:
- i. Size, physical ability and defensive tactics expertise of the officer
 - ii. Number of officers present or available
 - iii. Immediate reaction in the case of a sudden attack
 - iv. Weapons or restraint weapons available to the officer
 - v. Legal justification
 - vi. Department Policy
 - vii. Environment

E. Levels of Resistance by a Person

1. **Verbal Resistance** – a person may verbally refuse to comply with an officer's directive or attempt to control a situation. The person may threaten the officer with further resistance or the person may not respond to the officer's directions or orders.
2. **Passive Physical Resistance** – a person physically refuses to comply or respond. S/he does not make any attempt to physically defeat the officer's actions but forces the officer to employ physical maneuvers to establish control.
3. **Active Physical Resistance** – a person makes physically evasive movements to defeat the officer's attempts at control. This may be in the form of bracing or tensing or attempts to push/pull away, fleeing, or not allowing the officer to get close to the person.
4. **Unarmed Threatening** – a person makes verbal threats against an officer or another, assumes a threatening posture or takes any other action that would place a reasonable officer in fear of an impending attack against the officer or another.
5. **Unarmed Attack** – a person closes distance towards the officer or another in a threatening manner, makes overt, hostile, attacking movements which are likely to cause injury, but are not likely to cause death or great bodily injury to the officer or others, or placed the officer or another in fear of receiving an immediate battery.

6. **Armed Threatening** – a person makes verbal threats against an officer or another, or assumes a threatening posture while armed with a weapon or any object that could be used as a weapon.
7. **Armed Attack** – a person demonstrates his or her intent to use a weapon capable of inflicting great bodily harm or death upon the officer or another by closing distance in an attempt to use the weapon on the officer or another or in the case of firearms, pointing the firearm at the officer or another.

F. Officer Response Levels/Force Continuum –

1. An officer's response to the resistance given by a person should be proportionate to the amount of resistance offered. An officer should as reasonably possible follow the guidelines listed below regarding the officer's response to any level of resistance, threat or attack by a person.
2. **Officer's Presence** – The authority given by the State of New Mexico to an officer to take control of situation within the officer's jurisdiction when a crime has been committed or in the interest of public peace and welfare.
 - i. **Arrival** – the officer is on the scene and in the close or immediate presence of the person. This includes proper voice and/or other identification, body language and awareness by the person that s/he is dealing with a law enforcement officer.
3. **Communication** – used throughout any incident to direct and control those involved, in the effort to bring any situation to a conclusion. Officers should where reasonable give clear directions or commands to resistant or threatening persons so that they understand what actions are required of them by the officer.
 - i. **Dialogue** – a two-way, controlled, non-emotional communication between the officer and the person, aimed at problem identification and/or resolution.
 - ii. **Verbal Direction** – the officer tells or commands a person to engage in, or refrain from, a specific action or non-action.
 - iii. **Touch** – the officer employs a passive physical contact to comfort, console, or obtain the attention of a person in a non-confrontational situation.
4. **Physical Control** – empty hand manipulation of a person by the officer, or use of chemical irritants in an attempt to move, gain physical control of, handcuff, or otherwise physically restrain a person. Physical Control is generally used on a person who is under arrest, resisting, threatening, or attacking an officer or other person. The level of physical control used against a person is dependent on the level of resistance offered by the person and in consideration of the Response to Resistance in "D" above. The lowest effective levels of physical control to affect the movement, arrest or restraint, should be used. Chemical irritants (OC spray) should be used only on active physically resistant, threatening (armed or unarmed), and

attacking persons. The following examples of physical control techniques should be considered.

- i. **Escort Positions or Come-Alongs** – techniques that direct or re-direct, in a controlled manner, a person from one place to another with minimum effort by the officer in order to gain and retain control over the person.
 - ii. **Take-Downs** – techniques that redirect, in a controlled manner, a person to the ground in order to limit his or her physical resistance and to facilitate the application of a restraint device.
 - iii. **Pain Compliance** – techniques that force a person to comply with the officer as a result of the officer's application of controlled pain upon specific body joints of the person, such as pressure point techniques.
 - iv. **Counter Moves** – techniques that impede a person's movement towards and/or an attack on the officer or others, such as blocking, striking, distracting, kicking, parrying, dodging, weaving, redirecting or avoiding followed by the use of appropriate controlling techniques.
 - v. **Restraint Devices** – mechanical tools used to restrict a person's movement and to facilitate searching, such as handcuffs, flex cuffs, leg irons, belly chains or other such devices.
 - vi. **Chemical Agent** – the use of approved Department chemical agents that are naturally occurring inflammatory agents.
- G. **Intermediate Weapons** – weapons that are authorized by the department and are primarily used against a person who is resisting control and/or custody by active physical resistance, unarmed/armed threats or has attacked the officer or another. When reasonably able to do so an officer should present the intermediate weapon and declare the intent to use the intermediate weapon on the person prior to its use. Specific policy regarding the use and care of authorized intermediate weapons is outlined below.

1. Oleoresin capsicum spray (OC)

- i. OC spray is the lowest level of intermediate weapon available to the officer and should be considered when other levels of physical control have been deemed ineffective or impractical.
- ii. OC spray should not be used on any person when an officer has reason to believe the person has a respiratory disease.
- iii. An officer who uses an OC delivery system consisting of a coherent stream shall not use the OC closer than 3 feet when spraying into the persons face.

- iv. Any officer using OC should be aware of the secondary impact on bystanders and the panic that may be caused if used in a crowded situation.
- v. After the use of OC on any person EMS will be called to the scene to flush the persons face with clean water and observe until the effects have subsided. No person will be transferred to the detention center without first being cleared by EMS or other medical personnel.

2. Taser

i. Definitions

- ii. **AFID- Anti-Felon Identification** – Small, round, paper and plastic tags bearing printed identifying information, included in a Taser cartridge.
- iii. **Barb** – Is the straightened hook like end of the probe that penetrates the target.
- iv. **Cycle** – Is the standard 5 seconds the Taser is actively producing an electronic charge.
- v. **Deploy** – The use of the ECD/Taser.
- vi. **DPM battery pack – Digital Power Magazine** – A battery pack used with the X26 electronic control device that holds lithium energy cells and additional circuitry. The DPM is inserted into the handle of an X26 ECD like the magazine in a pistol. The DPM is sometimes called the “battery”.
- vii. **Drive-Stun** – A technique in which an ECD/Taser is placed directly against the subject and the electronic discharge is transmitted through metal conductors on the Taser or on an exploded cartridge. A drive-stun affects the sensory nervous system (pain compliance), and is more likely to leave marks on the subject’s skin.
- viii. **ECD – Electronic Control Device** – Any device that uses electricity to affect a subject.
- ix. **Objectively Reasonable** – Means that in determining the necessity for the response to resistance and the appropriate level of force, officers shall evaluate each situation in light of the known circumstances, including but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject(s), and the danger to the community.
- x. **Probe** – The projectile of a Taser cartridge. A probe is also called an electrode and has a barb attached to the forward traveling end.

- xi. **RCM – Reactive Control Model** – Model used to guide law enforcement officers during incidents that require the response to resistance and helps investigators analyze such action.
- xii. **Reasonable Belief** – Means a belief that would be held by a reasonable or prudent law enforcement officer in the same circumstances as the acting person.
- xiii. **Taser Cam** – An audio-video (black and white) recording accessory that replaces a DPM in the X26. The Taser Cam is rechargeable.
- xiv. **Taser Cartridge** – A part of a Taser that includes the probes, wire, and gas capsules.
- xv. **Taser Control Officer** – Certified Taser Instructor. Officer(s) responsible for inventory, issuing, repair, and replacement of the ECD/Taser and its accessories.
- xvi. Use of the ECD/Taser
 - a ECD/Tasers shall be departmentally issued and used only by authorized personnel trained in and certified in its use.
 - b Users will be certified in the use of the ECD/Taser.
 - c Users will deploy the ECD/Taser at least two times to become familiar with the use, nomenclature, and trajectory of the probes.
 - d Users will also be exposed to the ECD/Taser by experiencing at least one (1) live cycle, similar to the exposure/certification of Oleoresin Capsicum (OC).
 - e Only properly functioning and charged ECD/Tasers shall be carried for field use. Improperly functioning or broken ECD/Tasers shall be returned to the Taser Control Officer as soon as practical for repair or replacement.
 - f Upon firing the ECD/Taser the user shall energize the subject the least amount of time using the least amount of deployments, necessary to affect the arrest or objective.
 - g In determining the need for additional cycles, the user should be aware that an energized subject may not be able to respond to commands during or immediately following the exposure.
 - h When firing the ECD/Taser the user shall aim to hit the subject in the preferred target zones.

- ◆ The preferred target zone when the subject is facing the user is the lower torso
 - ◆ The preferred target zone when the subject is facing away from the user is any part of the body below the neck.
- i Use of the ECD/Taser in a drive-stun application or actual deployment is to be used only on Actively Resisting, unarmed threatening, unarmed attacking, armed threatening and armed attacking subjects, and Decisions to use the ECD/Taser shall involve the same basic justification as other intermediate weapons. As such, ECD/Taser users will:
- ◆ Never use the ECD/Taser in a punitive or coercive manner.
 - ◆ Never use the ECD/Taser on a handcuffed prisoner/subject unless they continue to use violence against an officer, another person, or themselves which cannot be controlled by other means.
 - ◆ Consider the severity of the offense, possible danger to the subject or community if the subject escapes and immediate need for apprehension before an officer uses an ECD/Taser on a fleeing subject and then only if the subject is fleeing from an officer attempting to make a lawful arrest.
 - ◆ Not utilize the ECD/Taser in any environment where an officer knows that potentially flammable, volatile, or explosive materials are present (including but not limited to OC spray with volatile propellants, gasoline, natural gas, drug labs, or propane).
 - ◆ Not utilize the ECD/Taser in any environment where the subject's fall could result in serious injury or death (such as in water or on an elevated structure).
 - ◆ Not utilize using the ECD/Taser on subjects who are passively resisting.
 - ◆ Not use the ECD/Taser on obviously pregnant females, unless such person poses an immediate risk of great bodily harm or death to an officer, themselves, or another person.
 - ◆ Never use the ECD/Taser on persons with obvious debilitating illness or the obviously fragile elderly.
 - ◆ Never use the ECD/Taser on persons that appear to weigh under eighty (80) pounds.

- ◆ Never use the ECD/Taser on persons in wheelchairs, unless such person poses an immediate risk of great bodily harm or death to an officer, themselves, or another person
- ◆ Never use the ECD/Taser on persons who the officer reasonably believes or has knowledge that such person uses a pacemaker or other bio-medical devices sensitive to electrical current.

xvii. Holstering and Securing

- a Under no circumstances will the ECD/Taser be holstered next to a firearm.
- b The ECD/Taser will be carried opposite of the user's firearm also known as the support side.
- c The ECD/Taser will be secured in a department issued or approved holster.
 - ◆ Drop down holsters/Tactical Holsters may be used to accommodate officers who do not have sufficient room on their duty belt. Uses of these types of holsters require the approval of the Chief or his designee.

xviii. ECD/Taser Officer Responsibilities

- a Ensure that the ECD/Taser issued to the user is properly functioning on a regular basis.
- b Spark tests will be conducted at least twice a week or prior to shift.
- c Ensure that the DPM battery pack is still above a 20% power reading for duty use.
 - ◆ If the DPM battery pack is reading below 20% ensure that another DPM is obtained as soon as practical.
- d If the issued ECD/Taser is equipped with a Taser Cam ensure that it is charged prior to shift.
- e Ensure that you carry a minimum of two ECD/Taser cartridges at all times while on duty.
- f Officers should have a cartridge issued after a deployment or as soon as practical.
- g Prior to the deployment of the ECD/Taser, if practical, request emergency personnel to your location for post deployment aid.

- h Ensure that each discharge, excluding spark tests or official training, are documented by submitting a response to resistance Report.
 - i Contact the ECD/Taser Control Officer to download video data as soon as practical after every field deployment.
- xix. Supervisory Responsibilities
 - a Maintain an adequate supply of Taser Cartridges.
 - ◆ At least one extra Cartridge should be available per assigned officer on shift.
 - b Ensure that the accurate serial number of the ECD/Taser Cartridge is forwarded to an ECD/Taser Control Officer when issued to personnel.
- xx. ECD/Taser Control Officer Responsibilities
 - a Receive, inspect, and issue ECD/Tasers.
 - b Repair or replace defective or damaged ECD/Tasers, cartridges, and related accessories.
 - c ECD/Taser Control Officer will service or repair the device only if he or she is a certified ECD/Taser Armorer.
 - d Maintain records of issued ECD/Taser serial numbers, firing data, and video data.
 - e Maintain an adequate supply of cartridges, batteries, holsters and Taser Cams to be issued.
 - f Only Department approved/issued battery power sources, holsters, and other accessories shall be used. ECD/Taser and other issued accessories shall not be altered or modified in any way without authorization from the Chief of Police or his or her designee.
 - g Maintain ECD/Taser Instructor / Armorer certification.
- xxi. Post Deployment of the ECD/Taser
 - a Notify a supervisor if one is not on scene.
 - b Users shall have subjects who have been exposed to the ECD/Taser treated as soon as possible by EMT or Paramedics of the Los Alamos County Fire Department or a qualified physician after the application of force and prior to incarceration or any other action.

- c Only EMT or Paramedics of the Los Alamos County Fire Department or a qualified physician will remove the probes from the subject that has been energized by the ECD/Taser.
- d Upon removal of the probes from the subject, the user shall inspect the probe to ensure the barb is attached to the probe.
- e If the barb separated from the probe the subject must be transported to the Los Alamos Medical Center to have the barb removed from the subject's body.
- f Photographs of the affected area shall be taken before and after the probes are removed, if practical.
- g The user shall collect the cartridge, probes, and at least one Anti-Felon Identification (AFID) tag as evidence.
- h Probes with attached barbs or barbs alone will be entered into evidence utilizing a sharps container.

3. Expandable Baton

- i. The expandable baton is your primary intermediate control impact weapon.
- ii. The expandable baton is used to counter an unarmed, attacking subject or higher level of resistance only.
- iii. Target Areas to strike will include the extremities; arms from the shoulder to the finger tips, and legs from the top of the femur to the toes, both front and back.
- iv. Strikes should be delivered to the largest portion of the target area; Muscles, Joints, Bones.
- v. The Avoid Strike Areas will include the torso; from the groin to the clavicles, both front and back.
- vi. The No Strike Areas will include the neck and head, both front and back; unless the use of deadly force is indicated

H. Deadly Force

1. **Deadly Force** - An officer may only use deadly force when that officer reasonably believes that the deadly force is necessary in the defense of human life, including the officer's life, another officer's life, or in defense of another person who is in immediate danger of loss of life or serious bodily harm. Deadly Force includes:

- i. Any technique that is likely to result in death, serious bodily injury or disfigurement, the use of the officer's firearm or impact weapon strikes to the head.

I. Training

1. All sworn law enforcement officers, detention officers and authorized Public Service Aides will receive appropriate Department approved training in the use of weapons and defensive tactics before being allowed to carry or use any weapon or before assuming duties in their respective assignments. They shall also review the training at least once a year with their supervisor and/or a qualified Department Firearms/Defensive Tactics Instructor who will document the training and certify the member in the use of any weapon and defensive tactics. They shall maintain any required and appropriate certifications regarding weapons and defensive tactics as may be required by their Commanding Officer or Department Policy
2. The Operation's Commander shall assign a qualified instructor(s) to conduct the required training as required. The instructor(s) shall file a detailed lesson plan with the Department Commander for approval and the lesson plan, together with a list of all personnel receiving the training shall be filed with the Commander of Staff Services upon completion.

J. Medical Treatment Required

1. When any level of force is used that results in direct physical impact, either through the use of a weapon such as a firearm or baton, or simply by person-to-person contact such as those listed in Physical Control, above, that causes a visible injury or the complaint of an injury, the officer shall have the subject examined and/or treated by an EMT or Paramedic of the Los Alamos County Fire Department or a qualified physician as soon as safely possible after the application of force and prior to incarceration or any other action.

K. Documentation of Medical Treatment

1. The subject will be asked to sign a release of medical information form in order for the officer to obtain copies of the EMT's or Paramedic's or physician's assessment of the injury(ies). If the subject agrees, copies of the assessment will be obtained and attached to the officer's report.
2. If the subject refuses treatment, the subject will be asked to sign a treatment waiver form.
 - i. If the subject agrees to sign the waiver, one copy of the waiver will be attached to the officer's report and a second copy will be placed in the subject's file in the Detention Center or provided to the reception official at another appropriate facility where the subject is placed.

- ii. If the subject refuses to sign the waiver, the officer will note in the offense report the subject's refusal to sign along with the identification information of the attending physician and/or nurse witnessing the refusal to sign.
 - iii. The officer will obtain a medical release from the attending physician prior to transporting the subject to the Detention Center or other appropriate facility. One copy of the release will be attached to the officer's report and another will be placed in the subject's file in the Detention Center or provided to the reception official at another appropriate facility where the subject is placed.
3. In the event that the injuries are visible, the on-duty supervisor shall insure that they are photographed, with the consent of the subject. The photographs will be processed and included in the case file.
 4. If the subject refuses to allow photographs, this fact will be documented in the offense report and include the identification information of any witnesses to the refusal.

L. Reporting Response to Resistance Incidents

1. Any officer involved in a response to resistance incident shall:
 - i. Immediately notify the on-duty supervisor of the incident and the location.
 - ii. Render first aid and summon medical assistance, if necessary.
 - iii. Protect the scene until relieved by another officer or a supervisor.
2. Complete an offense and all other appropriate reports before going off-duty.
EXCEPTION: An exception will be made if the officer is physically unable to fulfill these duties.
3. The Commander of the Staff Services Bureau shall keep a log of all response to resistance reports completed. The log shall include the CFS number, name(s) of officer(s) involved, date of the incident, type of force used, and disposition of the case.
4. The Commander of the Staff Services Bureau shall compile an annual report to the Chief of Police detailing and summarizing all response to resistance incidents. This report shall be due to the Chief of Police no later than January 31, of each year. The report shall identify any training needs, policy updates, and an implementation plan, if necessary. The Staff Services Commander may establish a committee consisting of him/herself, the Internal Investigation Investigator, Commander, a Department Training and/or Firearms Instructor and a line officer to assist in the review of all response to resistance reports.
5. After any Response to Resistance Incident the on-duty supervisor will:

- i. Investigate the incident and submit a Response to Resistance summary report before the end of his or her shift, through his or her chain of command to the Staff Services Commander, the Deputy Chief, and Chief of Police, which details and documents the incident and his or her investigation.
 - ii. Collect and submit all evidence, as appropriate.
 - iii. Review and ensure that the offense report and all other required documentation is completed per Department Policy.
 - iv. In the event that the involved officer is injured and unable to complete the required reports and notifications, it shall be the duty of the supervisor to complete and file such reports and make the necessary notifications immediately and not later than the end of shift.
 - v. In the event that the officer involved is injured, the supervisor shall file the required injury form (LAPD Form 334).
6. The Chief of Police, through the chain of command, shall be contacted for the purpose of initiating an investigation in any of the following instances:
- i. When the response to resistance results in death or serious bodily injury;
 - ii. When a complaint of excessive force is received and filed in accordance with the provisions in General Order 406.01 – Professional Standards; or
 - iii. When the officer(s) are seriously injured and the subject(s) is at-large.
 - iv. When a subject dies while in Department custody.

7. Exception

- i. Response to Resistance incidents *do not include* training exercises or demonstrations nor any accidental injury sustained during such events.
- ii. Response to Resistance incidents on tactical operations do not require an RTR form if the response only places the person on the ground and does not result in injury or complaint. The action, however, will be annotated in an after action report.

M. Department Response to Response to resistance Incidents

- 1. When an officer's response to resistance results in death or serious bodily injury, the officer will be placed on routine administrative leave until the Internal Investigation has been completed and the officer is ready and authorized by the Chief of Police to return to duty. Officers placed on Administrative Leave will be responsible for

advising their Commanding Officer of their whereabouts should contact be needed. They shall make themselves available as needed or directed. At the discretion of the Chief of Police such investigation may be conducted or assisted by the New Mexico State Police.

2. The Department will provide all Department members the opportunity to attend a critical incident debriefing conducted by the Chief of Police and the Command Staff and any follow-up treatment or counseling through the County's Employee Assistance Program. The Chief of Police may also issue memorandums to the members of the Department concerning the incident in order to make sure all personnel are kept properly informed.
3. At his or her discretion the Chief of Police, in addition to any Internal Investigation, may appoint a review committee for any response to resistance incidents involving death or serious bodily injury. The committee will generally consist of the following individuals: The Internal Investigation Investigator, Bureau Commander(s), a Department Training and/or Firearms Instructor and a line officer.
4. Response to resistance/aggression procedure: The Department will investigate the action of any employee that results in, or is alleged to have resulted in, injury or death of another person or any incident involving the response to resistance/aggression applied through the use of a less lethal weapon or bodily force or lethal weapon.
 - i. The involved member will immediately notify his or her immediate supervisor and will, as soon as practical, complete a "Response to Resistance/Aggression Report" when the ARC as either the amount of resistance encountered or the response level qualifies as a level 2 or higher.. The report shall be completed by the end of the officer's tour of duty unless extended by the section/ shift commander at which time a report will be submitted by the approving supervisor to the Command Staff via electronic mail.
 - ii. The RTR/A report will include the subject's and officer's response, note any injuries to any involved party, medical treatment provided or required, names with address and telephone numbers of any witnesses to the incident and a narrative of all relative circumstances and facts of the incident. A copy of the offense report will be submitted with the RTR/A Report.
 - iii. Every employee who witnessed but was not involved in a Level 3 or above RTR/A incident shall submit a modified RTR/A Report prior to the end of their tour of duty, documenting their observations.
 - iv. As soon as practical, the supervisor will notify the applicable Bureau Commander, Deputy Chief and the Chief of Police via "Staff Command" electronic mail Command Staff via e-mail. The e-mail shall use the approved template and includes the date and time of the response to

resistance/aggression, the officer(s) involved, the subject against whom the force was used, and any injuries involved.

- v. Response to resistance/aggression procedures during tactical deployments should be documented as thoroughly as possible but may be modified with approval of the Chief of Police due to special circumstances. Officers involved in multiple jurisdictional deployments will be governed by the operational directives of the tactical team as approved by the unit's administration. Absent clear procedures, this directive will be followed.
- vi. If the response to resistance/aggression results in serious injury to the officer or serious injury or death to any person and/or involves an officer in a shooting, the supervisor shall immediately notify the Chief of Police, Deputy Chief, and Bureau Commanders.
- vii. Response to resistance/aggression investigation: The Department will investigate all response to resistance/aggression incidents to determine if the response to resistance/aggression used was reasonable and consistent with Department policy.
- viii. All response to resistance/aggression incidents will initially be investigated by the supervisor in charge of a shift, unless the supervisor is involved in the response to resistance/aggression or the response to resistance/aggression is likely to result in serious injury or death. Response to resistance/aggression involving a supervisor or force that is likely to result in serious injury or death will be investigated by the applicable Bureau Commander or his or her designee unless otherwise directed by the Chief of Police.
- ix. The shift or section supervisor or assigned investigator will be responsible for gathering all witness statements and interviewing the subject for the completion of the investigation for all RTR/A incidents that has resulted in injury or complaint and in all incidents of level 3 or higher.
- x. Each Response to Resistance/Aggression Report shall include but not be limited to statements oral and or written statements from officers, witnesses, and persons against whom force was used. The report should include all related evidence such as audio/video tape recordings, a summary of observations, and a comprehensive review to include comments as to whether the response to resistance/aggression was reasonable and consistent with Department policy. If the subject is taken into custody, it may be necessary that the subject be advised of their constitutional rights prior to the interview. Photographs shall be taken whenever possible.
- xi. The applicable Bureau Commander will review the report and forward same to the Chief of Police or his designate

- xii. The review will ensure that a preliminary investigation is completed based on current policy and required reports are submitted. The commander will make comments as appropriate.
 - xiii. The Chief of Police, his or her designee or the investigating team may request another Department or agencies to participate in the investigation based on their qualifications and/or to lend credence to the investigation.
 - xiv. Once the investigation is complete, response to resistance/aggression and /use of firearm reports will be reviewed by the applicable defensive tactics/range team leader for comment, and recommendations including modification of training plans when appropriate. This need not be a formal documented review unless otherwise directed by the Chief of Police.
 - xv. The final report and issuance of any finding shall then be forwarded to the Chief of Police or his designee for review and concurrence/modification. Certain data will be collected at this step for analysis.
 - xvi. The Chief of Police or his or her designee may forward for review any information and/or reports connected with response to resistance/aggression only in cases of questionable response to resistance/aggression or where there is a possible violation of law.
 - xvii. Concurrent investigation: A concurrent investigation of any response to resistance/aggression that is likely to result in serious injury or death or where there is a possible violation of law will be conducted in a manner as determined by the Chief of Police.
5. Response to resistance/aggression reporting (lethal or less lethal weapon): The officer will report response to resistance/aggression including less lethal or deadly force immediately to his or her immediate supervisor and will, as soon as practical, file a "Response to Resistance/Aggression Report". In the event the involved officer is incapacitated or otherwise incapable of making proper notification(s) or report(s), the officer's immediate supervisor will initiate such measures.
- i. The supervisor will notify the applicable Bureau Commander and Command Staff via electronic mail prior to the end of the shift and will initiate investigation unless otherwise directed.
6. Response to resistance/aggression reporting (weaponless force): Bodily force by means of a defensive tactic or technique or any other bodily force to overcome resistive tension shall be documented on a "Response to Resistance/Aggression Report". However, minor hand-to-hand control techniques, such as handcuffing, physically touching, or gripping to overcome minor resistive tension, or escort techniques shall be reported on an incident report or narrative of the arrest form. Any bodily force resulting in an injury must be reported on a "Response to Resistance/Aggression Report".

- i. The supervisor will notify the applicable Bureau Commander and Command Staff via electronic mail of reportable RTR/A incidents prior to the end of the shift and will initiate investigation unless otherwise directed.
- 7. All in-custody injuries will be reported via Chief's Report including those not reported as a Response to Resistance event.

N. Review of Response to Resistance/ Aggression/ Discharge of Weapons incidents.

- 1. A complete report and investigation of any response to resistance/aggression as required shall be forwarded to Command Staff. The report will be completed by the Deputy Chief. The reviews should determine whether there are policy, training, weapon/equipment, or discipline issues that should be addressed.

O. Employee Removal Pending Review

- 1. In the event that an employee's actions, including response to resistance/aggression, result or are alleged to have resulted in the proximate death or serious physical injury of another, the employee shall be removed from line duty by the shift commander and placed on administrative leave pending an administrative review of the incident.
- 2. When practical, the first officer on the scene following an officer involved shooting shall secure the officer's weapon and impound the weapon submit it as evidence. The on-duty supervisor may provide a replacement weapon.
- 3. The employee shall be afforded the services of examined by a professional psychologist and/or psychiatrist while the case is under investigation and pending findings by the Chief of Police prior to returning to duty. Professional assistance may include critical incident stress debriefing.

P. Scene Security

- 1. The scene of any response to resistance incident resulting in death or serious bodily injury shall be secured immediately with a perimeter established for a sufficient distance to preserve any evidence. The following steps should be completed promptly:
 - i. Take immediate steps to secure the scene and control access.
 - ii. Take a series of photographs to show things that will or may likely change. Minimize inadvertent alteration of evidence while taking photos.
 - iii. Protect, or collect if necessary, evidence in danger of being lost or destroyed, such as shoe prints, fingerprints and firearms evidence.

- iv. Record transient details such as vehicles in the area, lighting, weather, furniture moved for emergency medical personnel, etc.
- v. Start a crime scene log of all persons entering the scene(s), the times of their entry and exit, and the reason for their entry.

Q. Notifications

- 1. Personnel on scene will immediately notify the on-duty supervisor of the incident and its location(s) who in turn shall notify, or cause to be notified, the chain of command for the Department.
- 2. Personnel on scene **shall NOT notify** the Medical Investigator's Office or any other agency without the direct and specific orders of a Command Officer or the Chief of Police who shall make, or cause to be made, such notifications in a timely and appropriate manner (pursuant to 24-11-5 NMSA 1978).
- 3. The Chief of Police, or his or her designee, shall determine if Department personnel will process the scene and conduct any investigations or if an outside agency, such as the New Mexico State Police, will be called in to assist or handle the case. The Chief of Police may determine that an Internal Investigation and Criminal Investigation be conducted and shall assign those duties accordingly.
- 4. Should a serious injury or death occur to a member of the Department, the family shall be notified by the Chief of Police or a Department Commander. If the family is located within Los Alamos County or within forty (40) miles of the Department, and if at all possible, such notification will be made in person. If the family is located elsewhere, the Chief of Police may appoint a Command Officer to make the in person notification and be accompanied by a Chaplain and/or other appropriate members of the Department. A Chaplain shall accompany the Chief or his or her designee during the notification and render assistance to the family in accordance with their duties and responsibilities. Family members may be provided transportation to the hospital and, if necessary, arrangements for family care will be made. All possible assistance will be rendered to the injured member and his or her family.

R. Scene Investigation

- 1. The first supervisor on scene shall be in charge and is responsible for:
 - i. Making sure the scene is safe and that no further threat is present;
 - ii. Summoning any additional assistance needed;
 - iii. Securing the scene;
 - iv. Directing the officer(s) involved, medical and all other personnel;

- v. Apprehending any fleeing person(s), if possible or appropriate.
- 2. Once it becomes apparent that an officer has used deadly force, s/he shall limit their questioning of the officer(s) involved to a basic determination of what happened, who was directly involved, who witnessed the incident and the location of the/any subjects not at the scene, if known.
- 3. Until determined by the Chief of Police, or his or her designee, as to who shall process the scene and/or conduct the investigation(s), the scene shall only be secured. No processing of the scene will be conducted until authorized by competent authority.
- 4. If any weapon or other instrument was involved in the use of deadly force incident, the supervisor on scene shall promptly see to their being photographed in place first and then to the security and collection of such items. If the scene is secure, weapons or instruments will be left in place.
- 5. The involved officer(s) will be separated and escorted from the scene to Police Headquarters, or if necessary to the hospital. If taken to Headquarters, s/he/they will be kept separated and appropriately isolated. If the officer(s) involved is/are still in possession of their weapon(s) or the weapon(s) involved in the incident, they shall, as discretely as possible, be relieved of the weapon(s) and leather gear by a Command Officer. The Command Officer obtaining the weapon shall be responsible for its preservation and placement into evidence. If the weapon is in its holster it shall not be removed, opened, unloaded or tampered with in any way. The assigned investigative officer will be responsible for its processing. The Command Officer will obtain and issue a replacement weapon(s) to the officer(s) as soon as practical. The officer(s) shall qualify with the weapon(s) before returning to duty.
- 6. The officer(s) shall not be left alone for any reason during this time. Member(s) of the Department who are assigned to accompany the officer(s) shall not engage in any questioning of the involved officer(s) regarding the incident.
- 7. Any officer involved shall cooperate fully with investigators and will submit to an interview if directed to do so by supervisory or investigative personnel. They may also be directed to submit written reports or memorandums. Procedures as set forth in General Order 406.00 – Professional Standards may apply (including the Garrity Rule).
- 8. The investigator in charge will make arrangements, as soon as possible, for the involved officer(s) to submit to a Toxicology or Tox Screen at the hospital's emergency room. This shall be done before any formal interview of the officer(s). Two samples shall be collected, one for testing and the other for evidence.
- 9. All members of the Department involved, including those who assisted at the scene and during the initial investigation, shall complete all required reports, supplemental, memoranda, evidence forms and documents as soon as possible.

10. Members **SHALL NOT** discuss the incident amongst themselves or with others, **EXCEPT** for their attorney(s), Internal Affairs investigator(s), and/or criminal investigators assigned to the case.

S. Access to Involved Officers

1. Only the following persons may be present during questioning of an involved officer:
 - i. The involved officer.
 - ii. The involved officer's attorney, at the officer's discretion.
 - iii. Investigators assigned to the criminal investigation.
 - iv. Internal Affairs investigator(s) will watch the interview by television monitor or from an adjacent room to see and hear the interview. The only time they may be present during an interview is if it is not possible to watch and hear via television monitor or from an adjacent room or if Garrity applies, as set forth in General Order 406.00 – Professional Standards.
 - v. Other appropriate person(s) as approved by the Chief of Police.

T. Responsibilities of the Criminal Investigation Team Supervisor

1. Ensure that there is a thorough and impartial investigation of all incidents within the scope of the team's responsibilities in accordance with Department policy and procedures, and the laws of the State of New Mexico.
2. Forward to the Chief of Police a full copy of the completed investigation together with all associated photographs, documents and other information as a "CONFIDENTIAL" communication as soon as they are prepared.
3. After conferring with the Chief of Police, submit the case to the District Attorney's Office for review and preferment of charges or decision not to prosecute.
4. If in the event criminal charges are filed, to secure and retain all documents and evidence until the completion of any criminal or civil action(s) against the Department.
5. To ensure that every effort is made to protect the officer(s) involved in a use of deadly force case and his or her/their families by not releasing any personal information such as, home address, phone numbers, family name, etc.

U. Responsibilities of Professional Standards Investigators

1. Respond to the scene of an incident when requested by the Chief of Police to observe the investigation, determine policy adherence, and report their observations to the Chief of Police and/or the Commander of the Police Services Bureau.
2. Review all pertinent and appropriate cases submitted by the Detective Unit and/or outside agencies and to conduct their own Internal Investigation into the incident when so directed by the Chief of Police.
3. Monitor all response to resistance incidents, maintain appropriate files and provide analytical reports to the Chief of Police on an annual basis or as requested.
4. Keep the Chief of Police informed and advised of all response to resistance incidents and investigations in progress.

V. Public Information Responsibilities

1. Prior to making public any information in reference to a response to resistance incident or investigation, the Commander (or other designated individual), who is normally assigned the responsibility of Media Relations, will coordinate with the Chief of Police and any others designated by the Chief, to ensure that the information can be released without jeopardizing any investigation or court order and that the information being released is as accurate as possible.
2. The individual responsible for releasing information to the public and/or the news media will make certain that every effort is made to protect the involved officer(s) and his or her/their family (ies) by not releasing any personal information such as home address, phone numbers, etc.

W. Post Critical Incident Support

1. Follow-up of the officer's well-being will be the responsibility of the officer's supervisor or other individual assigned by the Chief of Police. The involved officer(s) shall have immediate and reasonable access to a Chaplain and/or the Employee Assistance Program.
2. All involved officers will be required to meet with a Department designated psychiatrist/psychologist and be released from their care prior to being released from Administrative Leave and returned to duty status. Any follow-up visits will be determined by the psychiatrist/psychologist.
3. All involved officers will be required to meet with a Department Firearms Instructor and re-qualify with their weapon(s) before returning to duty status.
4. Members of the Department and their families are reminded and encouraged to take advantage of the County's Employee Assistance Program if needed.

X. Other Agency Jurisdiction

1. In the event that a member of the Department is involved in a response to resistance incident in another law enforcement agency's jurisdiction, that agency will assume the lead in any investigation. The member shall fully cooperate with that agency and the assigned investigators. The Chief of Police will assign a member of the Department to conduct a parallel investigation

Approved by:



Dino Sgambellone
Chief of Police

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220.00 Missing and Abducted Children			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish procedures and guidelines for the Los Alamos County Police Department's response to reports of missing or abducted children.

II. POLICY

A. It is the policy of the Los Alamos County Police Department:

1. To respond, regardless of what the initial indicators of the call may be, under the assumption that the child is in jeopardy until significant facts to the contrary are confirmed.
2. That any jurisdictional conflicts concerning missing children will be avoided. If a missing child either resides in, or was last seen in Los Alamos County, the Los Alamos County Police Department will immediately initiate an investigation and follow the appropriate procedures listed in this General Order. Likewise, if a juvenile resides in this County and was last seen in another jurisdiction, but the law enforcement agency in that jurisdiction declines to report the child as missing, the Department will assume reporting and investigative responsibility.
3. Questions regarding parental custody occasionally arise in relation to missing children cases. It is the policy of the Los Alamos County Police Department to accept the report of a missing child even if custody has not been formally established. The reporting party shall be encouraged to obtain legal custody as soon as possible; however, since the safety of the missing child is paramount, members of this Department will open a case when it can be shown that the child has been removed, without explanation, from his or her usual place of residence.

III. DEFINITIONS

AT RISK – means a missing child when one or more of the following **unusual circumstances** exist:

1. **UNUSUAL CIRCUMSTANCE** refers to a child who is thirteen (13) years of age or younger or believed to be one or more of the following:
 - i. **Out of the Zone of Safety** for his or her age, developmental stage, and/or physical condition. The zone of safety will vary depending on the age of the child and his or her developmental stage. In the case of an infant, for example, the zone of safety will include the immediate presence of an adult custodian or the crib, stroller, or carriage in which the infant was placed. For a school-aged

child, the zone of safety might be the immediate neighborhood or the route taken to and from school.

- ii. **Mentally Diminished**. If the child is developmentally disabled or emotionally disturbed, he or she may have difficulty communicating with others about their needs, identity, or address. The disability places the child in danger of exploitation or other harm.
- iii. **Drug Dependent**. This includes both prescription and illicit substances. Any drug dependency puts the missing child at risk. The diabetic or epileptic child requires regular medication or his or her condition may become critical. The illicit drug abuser, on the other hand, may resort to crime or become the victim of exploitation.
- iv. **Foul Play or Sexual Exploitation**. Risk to the child can be assumed if the investigation indicates a possible abduction, violence at the scene of the abduction, or signs of sexual exploitation.
- v. **Life-threatening Situation**. The environment in which the child is missing may be particularly hazardous. Examples of a dangerous environment could be a busy highway for a toddler or an all-night truck stop for a teenager.
- vi. **Absent for more than twenty-four (24) hours** before being reported missing to a law enforcement agency. While some parents may incorrectly assume that 24-hours must pass before law enforcement will accept a missing-person case, a delay might also indicate the existence of neglect or abuse within the family.
- vii. **Believed to be with others who may endanger the child's welfare**. A missing child in such circumstances is in danger of not only sexual exploitation, but also of involvement in criminal activity such as burglary, robbery, shoplifting and/or illicit drug activities.
- viii. **Absent Under Circumstances Inconsistent with Established Patterns of Behavior**. Most children have an established routine that is reasonably predictable. Significant, unexplained deviations from that routine increase the probability of risk to the child.
- ix. **Disappearance**. The disappearance of the child under circumstances that would cause a reasonable person to conclude that the child should be considered at-risk.

FAMILY ABDUCTION -- means an abduction in which a non-custodial family member flees with the child, usually in direct violation of a court ordered custody arrangement.

LOST CHILD – means a child who has become separated from parents or caretakers under circumstances not indicating the likelihood of an abduction or voluntary absence.

NON-FAMILY ABDUCTION – means an abduction in which a child is taken by an unknown individual, through force or persuasion, usually in furtherance of additional victimization.

MISSING CHILD – means a person who is under the age of eighteen (18) years and whose whereabouts are unknown to his or her parent, guardian or responsible party.

RUNAWAY CHILD – means a child, most often a teenager, who leaves home voluntarily for a variety of reasons.

THROWAWAY – means a child whose caretaker makes no effort to recover the child who has run away or who has been abandoned or deserted. While not necessarily reported to authorities as missing, children in this category frequently require the services of law enforcement and other organizations._

IV. PROCEDURES

A. Duties of Consolidated Dispatch Center (CDC) Personnel

1. Determine if the circumstances of the report meet the definition of a missing child as set forth in this General Order (Section III – DEFINITIONS). Question the caller about the circumstances of the report to make a preliminary assessment of the level of risk to the missing child and promptly activate additional appropriate resources, if needed.
2. The responding officer to an abducted child report will confirm that the child has in fact been abducted and is not lost or missing. If the child is lost or missing, advising the local media without activating the “AMBER ALERT”, system may be considered and acted upon when approved by the on-duty shift supervisor.
3. Promptly dispatch an officer to the scene of the report.
4. Notify the on-duty Patrol Supervisor.
5. Transmit appropriate alerts and make other appropriate notifications.
6. Conduct a search of Department records for related information.
7. Safeguard all pertinent records for future investigative reference.
8. Upon approval of the on-duty patrol Supervisor, or other competent authority, initiate activation of the Amber Alert System and notify the appropriate news media unless otherwise directed by the Patrol Supervisor or other appropriate commander.

B. Duties of First Responding Officer

1. Respond promptly to the scene of the report.
2. Verify that the child is in fact missing. Conduct a thorough search of the residence or area where the child is missing from. Distraught parents may fail to locate the child in their haste and concern and the child may have fallen asleep, become trapped or may be hiding in an overlooked place or location. Special attention should be paid to enclosures such as refrigerators, freezers and the interior of parked vehicles (to include their trunk areas) and other places where limited breathing air may place the child at an even greater level of danger. In the case of older children, ask parents if they have checked with the child's friends or perhaps have overlooked something the child may have said that would explain the absence.

A search of the house should be conducted even if the child was last seen elsewhere.

3. Interview the parents or reporting party who made the initial report. Attempt to gain insight into the circumstances surrounding the disappearance and other information needed to conduct an initial assessment of the case. Follow the format of LAPD Form 340/10-1-07 – Missing and Abducted Children.
4. Obtain a description of the missing child including photographs and videotapes. Immediately relay necessary information to other officers who may be actively searching the area for the child.
5. Confirm the child's custody status. Determine if there is a dispute over the child's custody or if the child expressed a desire to live with the other parent.
6. Identify the circumstances of the disappearance. Ascertain if the circumstances surrounding the disappearance warrant a heightened level of Department response.
7. Determine when, where and by whom the missing child was last seen. This information can assist in determining factors such as an abduction time frame, windows and possible locations of opportunity, and verification of previously received information. Comparison of information gathered from the reporting party, witnesses, and other sources may prove vital to the case to direction.
8. Interview the individual(s) who last had contact with the missing child. Effective questioning of the individual(s) who last spoke with or saw the missing child is critical to the case assessment process. While seeking information about the child's appearance, demeanor, and actions, the officer should be alert to contradictions or evasiveness by the witness, especially if these statements cannot be readily substantiated.
9. Identify the child's *zone of safety* for his or her age, developmental stage, and physical and mental state. Attempt to determine how far the missing child may have traveled from the time and location last seen and identify likely areas of danger to injury or exploitation. This perimeter should ordinarily define the perimeter of the initial search zone.
10. Make an initial determination of the type of incident using extreme caution since the classification affects the way in which a case is handled in terms of evidence, information gathering, employment of additional resources, and information dissemination.
11. Obtain a description of suspected abductors and other pertinent information. Immediately record witness information not only for the investigation but also because witnesses forget or speak to others who may confuse or make suggestions about what was actually observed.
12. If the abduction occurred in a public place or a business, direct that security video tapes be reviewed, if possible, for critical information in regards to suspect identification or description, vehicles and circumstances. In the case of a family abduction, the reporting party may have better photographs of the abductor in addition to other information as to vehicle(s), address (es), and other location where the victim may have been taken.

13. Work with the appropriate supervisor, investigator and CDC personnel in determining the correct NCIC Missing Person File category and that notifications are promptly transmitted.
14. Provide detailed descriptive information to the CDC for broadcast updates. Make certain that all appropriate agencies have been advised of the information, circumstances, and descriptions.
15. Identify and interview every person at the scene.
16. Secure and safeguard the area as a potential crime scene.
17. Record if the child has access to an on-line computer, cellular phone and/or pager.
18. Prepare the necessary reports and complete all required forms in a timely manner.

C. Duties of On-duty Supervisor

1. Obtain a briefing from the responding officer and any other personnel at the scene. The briefing should be conducted away from family, friends, and others so as to allow the officer(s) to speak freely about the events that have transpired and pass along initial impressions, opinions and suggestions that may be misconstrued by others.
2. Develop a sense of the complexity of the case and determine the scope of the response.
3. Consider activation of the Amber Alert System and/or other immediate community notifications.
4. Establish a command post, if appropriate.
5. Organize and coordinate search efforts.
6. Ensure that all required and necessary notifications have been made.
7. Establish a liaison with the victim's family.
8. Confirm that all appropriate Department policies and procedures are observed.
9. Ensure that the Department member responsible for media relations receives all appropriate information in a timely manner for dissemination.

D. Duties of Investigator(s)

1. Obtain a briefing from Department personnel at the scene.
2. Verify the accuracy of all descriptive information.
3. Conduct a neighborhood investigation.
4. Obtain a brief history of recent family dynamics.

5. Explore the basis for any conflicting information.
6. Implement effective case management procedures.
7. Evaluate the need for additional resources and any specialized resources or services.
8. Update descriptive information as it becomes available and forward to all appropriate personnel/agencies.
9. Monitor media relations.

E. Report of an unidentified person, whether living or deceased, who appears to be a child, shall:

1. Obtain a complete description. (See LAPD Form 341/10-1-07 – Unidentified Person Worksheet).
2. Provide a copy of the report to the CDC and have them coordinate with the State Police to make appropriate entries into NLETS/NMLETS.
3. Utilize all available resources to aid in the identification of the person.
4. Cancel all notifications after the identification is confirmed.

F. Recovery or Return of a Missing Child

1. An officer should verify that the child is located, and in fact, is the missing child. This allows the officer to assess the child's medical condition and safety as well as obtain intelligence about the possible predator or abductor and assist in the prevention of future episodes.
2. Secure intervention services, if indicated.
3. Arrange, in the case of a runaway or missing child who is not wanted on a warrant or other violation, to be returned to his or her parent or guardian or appropriate children's shelter.
4. In the case of a runaway from another jurisdiction or for whom a warrant or pick-up order has been issued or an NCIC "hit" is received and verified, have the child placed in the appropriate facility as determined by the Juvenile Probation Officer for holding until proper authorities arrange for the child's return or disposition.
5. Complete the appropriate supplemental reports and cancel all outstanding notifications.

Approved by:



Dino Sgambellone

Chief of Police

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221.00 Amber Alerts			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish procedures for issuing an “Amber Alert” for abducted children.

II. POLICY

1. It is the policy of the Los Alamos County Police Department to immediately respond to reports of missing and abducted children in compliance with General Order 220.00 – Missing and Abducted Children.
2. It is the policy of the Los Alamos County Police Department to consider the life, health and safety of all children paramount and to take appropriate and timely steps to protect, find and recover them as soon as possible. Part of those efforts include the issuing of an “Amber Alert” by minimizing unnecessary and potentially deadly delays in cases where evidence suggests that a child has been abducted.
3. It is the policy of the Los Alamos County Police Department to follow the criteria set forth by the US Department of Justice and the New Mexico State Police in activating an “Amber Alert.”

III. DEFINITIONS

AMBER ALERT – Notice to law enforcement agencies, the news media and the public alerting them to the abduction of a child and providing them with appropriate information to assist in the location and recovery of the child.

CHILD – means any person age seventeen (17) years of age or younger.

IV. PROCEDURES

- A. The officer responding to a report of abducted child will confirm that the child has been in fact abducted and is not just missing or lost. This is essential when determining the level of risk to the child. Stranger abductions are clearly the most dangerous for children and thus the primary mission of an “Amber Alert.” To allow activation of the “Amber Alert” system in the absence of significant information that an actual abduction occurred could lead to abuse of the system and weaken its effectiveness. If the child is lost or missing, alerting local news media without using the “Amber Alert” system should be considered and acted upon when determined to be appropriate by the on-duty Shift Supervisor.
- B. The responding officer will evaluate each situation on its own merits and advise the on-duty Shift Supervisor of the circumstances.

- C. The Shift Supervisor will make a judgment based on the facts and circumstances and, when appropriate, authorize the activation of the “Amber Alert” system whenever the child is determined to have been abducted and/or is at risk of serious bodily harm or death and meets all of the required criteria.
- D. The Shift Supervisor should ascertain that the Department has sufficient information to believe that an immediate broadcast to the public will enhance efforts to locate and recover the child and/or lead to the apprehension of the suspect. This information requires as much descriptive information as possible about the abducted child, the abduction, descriptive information about the suspect and the suspect’s vehicle. Lacking sufficient information, an “Amber Alert” should not be issued.
- E. When appropriate, the Shift Supervisor, Commander, or Detective assigned the case shall direct that the Consolidated Dispatch Center (CDC) enter the missing person information into the NCIC Computer and request an Amber Alert from the State Police. Text information surrounding the abduction of the child should be entered and the case flagged as a “Child Abduction.”
- F. Summary of Department of Justice Criteria
 - 1. There is reasonable belief by law enforcement that an abduction has occurred.
 - 2. The law enforcement agency believes that the child is in imminent danger of serious bodily injury or death.
 - 3. There is enough descriptive information about the victim and the abduction for law enforcement to issue an “Amber Alert” to assist in the recovery of the child.
 - 4. The abduction is of a child aged 17 years or younger
 - 5. The child’s name and other critical data elements, including the Child Abduction flag, have been entered into the NCIC system.

Approved by:



Dino Sgambellone
Chief of Police

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222.00 Reserve Officer Unit			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.13.01		

I. PURPOSE

The purpose of this General Order is to establish policies procedures regarding personnel in the Los Alamos County Police Department's Police Reserve Unit.

II. POLICY

It is the policy of the Los Alamos County Police Department, through the Chief of Police, to appoint qualified volunteers to the position of Reserve Police Officer for the County to assist in providing police services to the citizens of the community.

III. DEFINITIONS

RESERVE OFFICER – means a person appointed by the Chief of Police to serve as a Reserve Police Officer in Los Alamos County. Reserve Officers have only such power and authority as granted by the Chief of Police and the laws of the State of New Mexico. The primary function of a Reserve Police Officer is to provide backup and support to regular, full-time officers of the Department. Reserve Police Officers serve at the pleasure of the Chief of Police and may be dismissed at any time without appeal.

RESERVE OFFICER PROGRAM -- means the Los Alamos County Reserve Police Officer Program which is created and established as an organization composed of persons who are appointed and sworn as members and serve at the will and pleasure of the Chief of Police.

RESERVE COORDINATOR – means the individual assigned by the Chief of Police to oversee recruitment, selection, training, duty rosters, availability, scheduling and evaluation of the Reserves. The Coordinator is responsible for liaison between the Reserves and the Police Department. The Coordinator will also compile statistics of the Reserves as may be deemed necessary by the Chief of Police. The Reserve Coordinator is a sworn employee of the Police Department of the rank of Commander or above designated by the Chief of Police and holds this position in conjunction with other duties. The Police Reserve Coordinator is the Reserve Unit Commander.

IV. PROCEDURES

A. Eligibility Requirements to be a Reserve Police Officer

1. To be eligible to serve as a Reserve Officer, an individual must:
 - i. Submit a complete written application, with any and all requested releases, documents, and fingerprints;

- ii. Submit to an oral interview before a panel designated by the Chief of Police or his or her designee;
 - iii. Be a respectable and orderly person as determined at the sole discretion of the Chief of Police;
 - iv. Be free of physical and/or mental defects that would prevent such person from performing the duties of a Reserve Police Officer and provide, upon request, evidence of health from a medical doctor licensed to practice medicine in the State of New Mexico;
 - v. Provide proof of US citizenship;
 - vi. Successfully pass a Background Investigation as determined by the Department;
 - vii. Never have been convicted of a felony;
 - viii. Not have been convicted of an offense involving the operation of a motor vehicle while intoxicated or impaired within three (3) years of application;
 - ix. Successfully pass a physical fitness test as determined by the Department;
 - x. Not be prohibited by federal or state law from possessing a handgun or other firearm;
 - xi. Possess a valid New Mexico driver's license;
 - xii. Own a functional motor vehicle registered in New Mexico;
 - xiii. Have a telephone number at which the individual can be contacted directly and which is associated with a voice-mail system or message recording device;
 - xiv. Have an e-mail address and account which can be regularly accessed;
 - xv. Have a stable employment and academic history;
 - xvi. Comply with the Policies and Procedures, General Orders and other official directives issued by the Chief of Police or his or her designee;
 - xvii. Not be employed in a capacity that could result in a conflict of interest (e.g., a criminal defense attorney, bar tender, etc.); and
 - xviii. Not have been discharged from the armed forces of the United States on other than honorable terms.
 - xix. Must be a former employee of the Los Alamos Police Department that left in good standing.
2. No person shall serve as a Reserve Police Officer who has not met the above qualifications, been appointed as such by the Chief of Police and been administered the oath of office.

B. Training of Reserve Officers

- 1. Each Reserve Police Officer shall complete maintenance training as offered and mandated by the Department. Such training may be in the areas of firearms, investigations, liquor control, law, crime scene control, drugs and narcotics, defensive tactics, gang identification and interdiction, first aid, or other training as approved by the Chief of Police or his or her designee. The Reserve Coordinator will provide adequate notice of training opportunities.

C. Service Obligation

- 1. Each Reserve Police Officer shall contribute eight (8) hours of service to the Department each month. Such requirement is termed the "Service Obligation" and may be fulfilled by patrol duty (riding with a certified, full-time, regular officer on a regularly scheduled or special shift), participation in sobriety checkpoints, saturation patrols, crime scene security, serving papers, training and any other such activities

as approved by the Chief of Police or his or her designee. Time spent at monthly meetings does count towards fulfilling the Service Obligation.

2. All time for which credit is to be claimed by a Reserve Officer towards the Service Obligation shall be entered in the Reserve Officer Log located in the Patrol/Investigations office as soon as practical after the service. Time not entered for the qualifying month may not be applied towards the Service Obligation.

D. Chain of Command

1. Administrative Chain of Command is directed by the Reserve Coordinator designated by the Chief of Police. Police Reserve Officers having administrative questions or problems should direct them to the Reserve Coordinator. Such questions may arise as to assignments, training, attendance at meetings and so forth.
2. Field Chain of Command for the Reserve Officer is first the full-time, regular officer to which s/he is assigned, then to the On-duty Supervisor, then to the Operations Commander, and then, finally, to the Chief of Police.
3. All Reserve Police Officers shall use the chain of command applicable to the circumstances. Nothing herein however shall prevent a Reserve Officer from reporting any illegal or unethical conduct to a superior officer.

E. On-duty Injury

1. The County provides insurance to cover, within policy limits, injuries sustained by Reserve Police Officers while on-duty. Any Reserve Officer who sustains an injury while on duty shall, unless incapacitated by such injury, notify the On-duty Supervisor in writing prior to the end of shift or, within twenty-four (24) hours of the injury, notify in writing or by email, the Command Officer assigned as the Reserve Police Unit Commander. If incapacitated by the injury, notification shall be as soon as practicable after the incapacitation ends. Police Reserve Officers who have been injured on duty shall diligently pursue treatment of such injury and shall cooperate fully with any insurer.

F. Monthly Meetings

1. A monthly meeting of the Police Reserve Unit shall be held at a date and time directed by the Reserve Coordinator. All Reserve Officers shall attend such meetings unless attendance is excused by the Coordinator. Sufficient prior notification is required.

G. Disability, Resignation, and Leave of Absence

1. Any Reserve Police Officer who presents a medical condition as an excuse for not meeting the Service Obligation, shall present to the Reserve Police Unit Commander a document signed by a medical doctor licensed in the State of New Mexico stating in substance that such Reserve Police Officer's medical condition prevents the Reserve Officer from fulfilling the required duties and functions of a Reserve Police Officer. During the period of disability, the Reserve Officer shall be excused from the Service Obligation (but, if authorized by his or her doctor, may participate in such "light duty" projects and activities as may be available and authorized by the Police Reserve Unit Commander. No Reserve Police Officer who

has been excused from the Service Obligation as a result of such document shall, after the period of disability ends, perform any function as a Reserve Officer (except approved "light duty" assignments) until a medical release has been presented and approved by the Police Reserve Unit Commander. Such release, signed by a medical doctor licensed to practice in New Mexico, must state that there are no known medical limitations on the Police Reserve Officer's ability to perform the functions of a Police Reserve Officer.

2. A Reserve Police Officer who, as a result of a change of employment, medical condition of the Reserve Officer or a family member, or other change of circumstance, is or believes he or she will be unwilling or unable to meet the Service Obligation for a period of three (3) months or more months, shall request in writing a "Leave of Absence" specifying the reason for the request and the duration of the requested absence. The Police Reserve Unit Commander, in consultation with superiors in the chain of command, shall authorize in writing such leave as the Commander deems, in his or her sole discretion, legitimate. Any Reserve Officer who receives such Leave of Absence is authorized to apply for resumption of duties as a Police Reserve Officer within six (6) months of the date authorizing such leave. Based on such application, and depending on the circumstances, the Chief of Police, may or may not, authorize such person to resume the duties and functions of a Reserve Police Officer with or without qualification.
3. During the Leave of Absence, the Reserve Officer shall, on a monthly basis, apprise the Police Reserve Unit Commander of the status of the circumstances giving rise to the leave.
4. Regardless of the circumstances under which a Reserve Officer becomes disassociated with the Department, the Chief of Police is not obligated to reinstate the person.
5. Upon becoming disassociated with the Department, a Reserve Officer shall immediately return to the Police Reserve Unit Commander any and all Department issued equipment, gear, uniforms and other County property.

H. General Rules and Restrictions for Reserve Police Officers

1. In addition to the other obligations of a Reserve Officer set forth in this General Order, all Reserve Officers **shall**:
 - i. Keep in mind at all times that service as a Reserve Officer is a privilege, not a right;
 - ii. Abide by the policies and procedures, orders and directives issued by the Chief of Police or other competent authority as they presently exist or as they may be amended from time-to-time;
 - iii. Display good judgment in their personal affairs and while on duty as a Reserve Police Officer;
 - iv. Exhibit professionalism and integrity while on duty as a Reserve Police Officer;
 - v. Report for duty in the authorized uniform in good repair and in a neat, clean and serviceable condition. At a minimum, the uniform shall be neatly and properly pressed with badge, proper patches, name tag and polished shoes or boots. Reserve Officers shall wear the same Class B, Class C or Special Uniform as set forth in General Order 317.00 – Uniforms and Equipment.

Deviations from this section requires prior approval by the Reserve Officer Unit Commander of the on-duty Supervisor;

- vi. Be courteous and respectful to the public, members of the Department and County personnel;
 - vii. Maintain proficiency in the use of the firearm carried on duty as well as the service shotgun and rifle, if qualified by the Department for use. The Department will provide the same consideration as it provides to regular, salaried Police Officers in regards to duty weapon, supplies and ammunition;
 - viii. Not engage in any activity on or off duty that would bring discredit, dishonor, embarrassment or shame to the Department;
 - ix. Comply with the lawful orders and directives of superiors;
 - x. Refer to him/herself as Reserve Officer _____, Los Alamos County Police Department or as Officer _____, of the Los Alamos County Police Department;
 - xi. Foster and maintain good working relationships with other members of the Department; and
 - xii. Immediately comply with all written policies, procedures, written or verbal directives concerning, among other things, driving Department vehicles, use of Department radios and radio frequencies.
2. In addition to the other obligations of a Reserve Officer set forth in this General Order, Reserve Officers ***shall not***:
- i. Use the position of Reserve Police Officer to obtain any money, remuneration, or services;
 - ii. Display a badge, identification or other indicia as Reserve Police Officer of the Department in an attempt to receive favorable treatment in connection with any traffic or other offense;
 - iii. Project any authority as a Reserve Police Officer except while on duty or as authorized or directed by competent authority; This section shall not prevent a Reserve Officer who is on his or her way to or from or while on duty from stopping briefly at a restaurant, gas station, convenience store, grocery store or the like for personal reasons;
 - iv. Carry a concealed weapon except in accordance with New Mexico law (note that status as a Reserve Police Officer does not authorize the carrying of a concealed weapon – see NMSA 1978, Section 4-41-10 and 4-41-10.1);
 - v. Carry a concealed weapon while displaying a badge, identification card or implying that they are a Police Officer or carrying such concealed weapon as a result of their status a Reserve Police Officer unless their on-duty assignment requires it;
 - vi. Attempt to make traffic stops or warn other drivers of infractions while in a privately owned vehicle; and
 - vii. Not operate Department vehicles or radios except in accordance with the policies and procedures adopted by the Department.

I. Discipline

1. Failure to comply with the Department policies and procedures or other orders and directives issued by competent authority applicable to Reserve Police Officers may result in disciplinary action ranging from a verbal reprimand, written reprimand or disassociation from Police Reserve Unit and the Department. There is no requirement for the Department to follow the general steps of “progressive discipline” for any violations.
2. The Chief of Police may direct that a regular officer conduct an investigation into any alleged infraction or misconduct by a Reserve Police Officer. All Reserve Officers shall fully cooperate in any such investigation. Failure to fully cooperate shall be grounds for dismissal from the Police Reserve Unit.
3. All sanctions imposed, including but not limited to a decision by the Chief of Police to disassociate a Reserve Officer from the Department shall be final and without appeal.

J. Duties

1. To augment the sworn personnel of the Department in restoring or maintaining order in time of emergency.
2. To provide the Department with additional resources capable of assuming responsibility of selected functions, thus releasing regular personnel for other field service duties directly related to police emergencies.
3. To provide the Department with additional field service personnel by filling a second-person position in patrol cars on a more-or-less routine basis.
4. Upon direction and at the discretion of a shift supervisor, to temporarily augment regular patrol operations by being assigned to a patrol vehicle and area and providing normal Police services in that area. In this capacity, the reserve Officer may work the area and patrol alone, providing initial response capabilities only and shall remain in direct radio contact with a supervisor at all times. A Reserve Officer acting in this capacity may also conduct traffic stops for misdemeanor offenses but, according to New Mexico State Statute, may not issue citations or make traffic offense-related arrests. If anything other than a verbal warning is to be issued for such offense, the team concept of traffic enforcement must be utilized and a regular, salaried Police Officer must issue such citation(s). Reserve Officers are also prohibited from initiating a police report, but may be required to submit a supplemental report on any incident in which they are involved. They may also be subpoenaed to testify in any case in which they are involved.

Approved by:



Dino Sgambellone
Chief of Police

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223.00 Hostage/Barricaded Subject Incidents			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.05.04, OPR.06.01, 02, 03, 04		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for hostage and/or barricaded subject incidents. The purpose of this General Order is to set a guideline for Hostage and Barricaded subject incidents; the complete procedure can be found in the Unusual Occurrences Manual.

II. POLICY

1. It is the policy of the Los Alamos County Police Department to seek the safe surrender of the subject(s) and to effect the release of any hostage(s) as soon as possible.
2. Barricaded and/or Hostage taking subjects pose an extreme danger to hostages, law enforcement officers and others. Criminals who use hostages to effect their escape or keep law enforcement officers at bay are to be considered dangerous and desperate and, if allowed to escape, will pose a continuing threat to their hostage(s) and the public at large.
3. Although each situation will be different, there are basic tactics that are effective in barricade and hostage situations. These general tactics include stalling for time, negotiating and assaulting the subject's location. These tactics are best known as "The Three Ts," or Time, Talk and Tactics.

III. DEFINITIONS

BARRICADED SUBJECT – means an individual who has taken extra steps to secure him/herself in such a manner that s/he cannot readily be apprehended by law enforcement personnel. This includes locked doors, obstacles and barriers placed in approaches to the subject who intends to resist arrest and may include the use of firearms or other weapons in such resistance.

HOSTAGE – means an individual who is controlled by another against their will and prevented from leaving a building, vehicle or other area. A hostage may be used as a bargaining chip or shield to prevent the arrest of the subject controlling them.

CRISIS / HOSTAGE NEGOTIATIONS TEAM- refers to specially trained personnel that respond to a crisis situation with potential or actual hostages or barricaded subjects. The team consists of at least two nationally certified negotiators. Members will possess within 1 year of appointment to the team, a current negotiation certification from the International Association of Hostage Negotiators. If an opening becomes available, the Chief of Police will accept potential interest bids for no less than 10 days. Team members will be selected by potential interest in joining the team, police background,

experience, training, and seniority. An officer's communication skills may be used to determine potential fit as a team member.

IV. PROCEDURES

A. Objectives

1. The primary objective of law enforcement in barricaded/hostage situations is the preservation of the lives of hostages, police personnel, civilians, and the subject.
2. The secondary objective is the apprehension of the subject(s).
3. Responding officers should confirm with the Consolidated Dispatch Center (CDC) that a barricaded/hostage situation is in fact in progress and request a supervisor and appropriate backup personnel and support. This can include members from the Crisis / Hostage Negotiations Team.
4. Responding officers should try to avoid a direct confrontation with the subject(s) in favor of controlling and containing the situation until appropriate personnel can arrive. Appropriate personnel may include a Command Officer, trained negotiators, or others who may be able to assist in bringing about a peaceful resolution to the situation.
5. Officers should generally not take independent action but rather work as a team under the direction of one supervisor who works with the Crisis Negotiations and Tactical team member.
6. The Supervisor should contact the CDC and request that Los Alamos Fire personnel be dispatched to the Staging Area for any needed medical attention.
7. If necessary, communications with other law enforcement agencies should be established by the Supervisor or Commander on-scene.
8. Intelligence information about the subject(s), hostages and the location or area involved can be useful and should be gathered as soon as possible. The information should be forwarded to the Command Post/ Crisis Negotiation/ Tactical team members in a timely manner.
 - i. Subject information includes:
 - a. Family/friends
 - b. Work background
 - c. Initial crime reason for incident
 - d. Number and gender of subjects involved
 - e. Location of subject(s)
 - f. Physical and clothing description of subject(s)
 - g. Types of weapons and ammunition in possession of the subject(s)
 - h. Any military or other special training and knowledge the subject(s) may have
 - i. Prior arrests or convictions
 - j. Medical/psychiatric history
 - k. Previous terrorist/hostage activity
 - l. Social/cultural background

- m. Use of, or access to, alcohol, drugs or medication
- ii. Hostage information includes:
 - a. Number of hostages
 - b. Gender of hostage(s)
 - c. Physical and mental condition of hostage(s)
 - d. Physical and clothing description of hostage(s)
 - e. Relationship to the subject(s) (friends, spouses, relatives, strangers)
 - f. Location of the hostage(s)

B. Command Post

1. The shift supervisor is responsible for establishing a Command Post in a secure area out of sight of the subject(s), with a safe approach for responding personnel. The Command Post should not be located adjacent to the inner perimeter but rather at and inside the outer perimeter to prevent interference from the media and other unauthorized personnel. If possible the Command Post should have access to telephone service or be in an area where cell phones can be used and recharged as necessary. If necessary and authorized by a Command Officer and the Battalion Chief on duty, the Fire Department's Mobile Command Post may be used for the situation.

C. Staging Area

1. The shift supervisor will, if necessary, also establish a Staging Area in a secure location. The Staging Area should have access to toilet facilities, food, water and necessary refreshments for responding, but not yet assigned, personnel. The Staging Area should also serve as a rest area for personnel assigned to the perimeters. The Staging Area should have adequate parking and an area that can be used for any "Medivac" or other helicopter support.

D. Public Information Officer (PIO) and the News Media

1. If necessary, a Command Officer shall designate a PIO who shall be responsible for coordinating any news release(s) and providing the information to the media in accordance with Department Policy. The PIO will establish an area outside of the Command Post to meet with members of the media on a scheduled basis.

- E. The on-scene Command Officer will arrange for trained negotiators, if possible, to try and resolve the situation without any injuries.

F. Negotiation Procedures

1. If the Los Alamos Police Department Hostage Negotiations Team is unavailable, the New Mexico State Police Hostage Negotiations Team is available to assist the Department in resolving a hostage/barricaded subject situation, if required. The Chief of Police (or his or her designee) will make the decision to request this assistance. The Hostage Negotiations Team is requested through the District 1 Communications Center in Santa Fe.
2. The Hostage Negotiations team will have a representative at the Command Post. The Hostage Negotiations Team will make its own tactical decisions upon being

deployed at the scene of the incident. Department personnel maintain their positions until or unless directed otherwise.

G. Use of Force

1. Offensive actions against the subject(s) shall be used as a last resort unless the subject(s) present an imminent danger to life and safety.
2. Officers will shoot only in exigent circumstances and in accordance with the General Orders 218.00– Weapons and 219.00 – Use of Force. Deployment of chemical munitions will only be done by trained personnel and on the order of the Incident Commander in conjunction with a tactical plan. In both instances, authority from the Chief of Police (or his or her designee) should be obtained prior to deployment or tactical action whenever possible.

H. Use of Tactical Team

1. The Department does not have a Tactical team. The New Mexico State Police Tactical Team is available to assist the Department in resolving a hostage/barricaded subject situation, if required. The Chief of Police (or his or her designee) will make the decision to request this assistance. The Tactical team is requested through the District 1 Communications Center in Santa Fe.
2. The Tactical Team will have a representative at the Command Post. The Tactical Team will make its own tactical decisions upon being deployed at the scene of the incident. Department personnel maintain their positions until or unless relieved by members of the Tactical Team.

I. After-action Report

1. As soon as possible after the completion of the event, the Incident Commander will ensure that a debriefing of all involved personnel is held and that all necessary reports are completed, evidence is secured, and all other appropriate actions relating to the event are handled and completed. S/he shall prepare an overall report or summary of the incident for the Chief of Police as soon as possible.

Approved by:



Dino Sgambellone
Chief of Police

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224.00 Clandestine Laboratories			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures regarding clandestine laboratories.

II. POLICY

It is the policy of the Los Alamos County Police Department to proceed in a safe and prudent manner when dealing with clandestine laboratories so as to safeguard all members of the Department and the community from exposure to dangerous chemicals and explosives.

III. DEFINITIONS

CLANDESTINE LABORATORY – means an illicit operation consisting of a sufficient combination of apparatus and chemicals that has been, is currently, or has been used in the manufacturing (cooking) or synthesizing of controlled substances. Clandestine laboratories can include indoor marijuana grows given various molds that may develop and be injurious to responding personnel.

EXPOSURE or EXPOSED – means the ingestion, inhalation, or absorption through the skin, eyes, or mucous membranes or any other contact with a hazardous substance.

HAZARDOUS CHEMICAL – means any chemical which is a physical hazard or a health hazard.

HAZARDOUS SUBSTANCE – means any biological agent or other disease-causing agent; which after release into the environment and upon exposure, directly or indirectly, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunction or physical injuries and/or deformities in such persons or their offspring.

SITE SAFETY OFFICER – means a trained individual (usually a chemist) located at a hazardous material or substance site responsible for implementing the site safety and health plan and verifying compliance with applicable safety and health requirements. For purposes of this General Order, that duty falls upon the New Mexico State Police.

IV. PROCEDURES

- A. The Department is committed to the safety of all personnel in the performance of their duties and to the community. Maximum effort will be made to provide members of the Department with information on clandestine laboratories and the precautions to take when one is discovered.

- B. Clandestine laboratories will be considered high risk, hazardous waste material sites until declared safe by the New Mexico State Police Drug Task Force.
- C. Upon the discovery of or confirmation of information relating to a clandestine laboratory, the Consolidated Dispatch Center (CDC) shall be immediately notified. CDC personnel will notify the on-duty supervisor, Operations Commander, Detective Unit and other appropriate Command Officers.
- D. Members of the Department shall not knowingly enter a clandestine lab before the scene has been cleared by the New Mexico State Police Drug Task Force. In cases where members do enter a clandestine laboratory, as well as any other members of the Department at the scene, will document their involvement and be examined by a physician for possible treatment.
- E. As it is impossible to set forth exact procedures for every situation, it is the duty and responsibility of personnel involved to use their best judgment based on training, experience and knowledge of Department Policies and procedures, training, and community resources and conditions when faced with such unique and difficult situations.
- F. Due to the volatile, explosive and unstable nature of a clandestine laboratory, Department personnel will discontinue use of and turn off all electronic equipment with one hundred (100) yards of the scene. At the discretion of the ranking supervisor on-scene, the Los Alamos County Fire Department may be requested to respond and stand by in case medical assistance or fire-fighting tactics are needed.
- G. When members suspect or become aware of a location that is involved in the production of drugs or other type of clandestine laboratory when handling a call for service or conducting a residence or business check, they shall:
 - 1. Be attentive to items in plain view as this may be the only information available about the scene until trained personnel can assess the situation. Exterior indicators of a clandestine laboratory are, but not limited to the following:
 - i. Odor in and/or around the building or vehicle
 - ii. Covered windows on the residence
 - iii. Unusual pipes or vents coming out of the building
 - iv. Occupants smoking outside of the building may be an indicator
 - v. Refusal of delivered services (e.g., hotel or motel housekeeping, postal service).
 - 2. Be attentive to the actions of individuals under the influence of methamphetamine. Certain individuals may show signs of:
 - i. Excitability or excessive talking
 - ii. Headaches
 - iii. Dilated pupils
 - iv. Redness of skin
 - v. Abdominal cramps
 - vi. Severe mood swings
 - vii. Fever, rapid heart beat
 - viii. Hostility

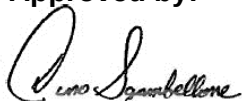
- ix. Extreme paranoia
 - x. Tremors
 - xi. Erratic or irrational comments or ideas
 - xii. Runny or bloody nose
3. Chemicals associated with clandestine laboratories pose a major health and environmental risk to exposed members and the community. Therefore, the following general safety guidelines should be followed:
- i. Do not turn the electricity on or off.
 - ii. Do not turn off any water supplies.
 - iii. Do not touch anything. Just walking into the residence may contaminate the soles of your shoes.
 - iv. Do not attempt to dismantle the lab or stop the “cook.”
 - v. Immediately remove yourself, any occupants and other persons deemed to be in possible immediate danger to a “safe area” away from the lab (at least 100 yards).
 - vi. Do not eat or drink near the lab site.
 - vii. Do not smoke or ignite any flammable materials.
 - viii. Do not put any objects in the mouth. Objects such as pens, pencils, chewing tobacco, cigarettes, gum, candy, etc., should be thrown away, not taken into the site, and/or “sanitized.”
 - ix. Notify the CDC and request the on-duty supervisor.
 - x. Detain any occupants and/or witnesses.
 - xi. Treat the site as a major crime scene.
 - xii. It is imperative that no one enter the premises when a clandestine lab or hazardous materials scene has been discovered. Be aware that toxic chemicals are not easily detected.
4. When officers stop a vehicle on a traffic stop or checkpoint and clandestine laboratory equipment, illicit chemicals, or hazardous materials are detected or observed in the vehicle, they shall:
- i. Remove themselves and the occupants away from the vehicle and detain the occupants.
 - ii. Not move the vehicle from its current location.
 - iii. Not tow or touch anything on or inside the vehicle.
 - iv. Divert traffic around the vehicle until cleared by the New Mexico State Police.
 - v. Be aware of sharp objects and other possible lab items when searching the individual(s). Needles and razor blades are commonly associated with these individuals.
 - vi. Contact the CDC and request a supervisor.
5. Operating a police radio, mobile or cell phone, or any other type of electronic equipment in close proximity to the site of the lab can create an explosion. Therefore, radio and telephone communications are to be discontinued within 100 yards of the lab site.
6. The responding supervisor will evaluate the incident. If a clandestine lab, illegal or hazardous materials are determined to be present, s/he will:
- i. Contact the CDC and initiate the appropriate notifications.

- ii. Request and assign the necessary personnel to protect the scene and provide appropriate safety measures such as notifying the Los Alamos County Fire Department, New Mexico State Police, evacuating individuals who may be in immediate danger in case of explosion, etc.
 - iii. Establish a command post and initiate major crime scene procedures.
- 7. Responding State Police personnel, upon arrival at the scene will have overall authority and responsibility for the scene.
- 8. The first person to discover a clandestine lab site may potentially be exposed to significant hazards. Initial actions at the scene may preserve individual safety and protect other personnel and the environment. Critical safety actions include requesting assistance, warning others, isolating the area, and providing important response information. The following safety actions should be adhered to:
 - i. Do not enter or re-enter the site after initial discovery.
 - ii. Do not enter spill areas.
 - iii. Do not rescue someone unless personal safety can be maintained.
 - iv. Request the on-duty supervisor.
 - v. Secure the area.
 - vi. Observe from a distance.
 - vii. Evacuate at the first sign of potential danger or exposure.
 - viii. Observe with the eyes, not the hands. Avoid contact with anything at the scene.
 - ix. Avoid areas with odors, discoloration, visibility impairment, etc. Stay upwind/upgrade and at a safe distance of at least 100 yards.
 - x. Do not hesitate to immediately request assistance.
- H. Law enforcement personnel have encountered various types of concealed traps at clandestine drug laboratory sites. Caution should be used when entering a clandestine lab and Department personnel should refrain from touching anything. If a trap is discovered, members will leave the site and immediately notify the Bomb Team. The following is not a complete list, but a generic description of some types of concealed traps:
 - 1. Small balls of foil containing a strong oxidizer, reactive metal and solvent. These balls are extremely shock sensitive, unstable, and explosive. They are usually the size of a large marble or golf ball.
 - 2. Light switches wired to a flammable liquid container, booby-trapped light bulbs, or other explosives.
 - 3. Refrigerator doors and their internal light bulbs wired to detonate an explosive liquid when opened.
 - 4. Mock videocassettes altered to detonate an explosive when placed into a video player.
 - 5. CO2 cartridges, gun barrels, steel pipes, and “dummy” pineapple grenades (WW II type) filled with explosive material and connected to a detonating device.
 - 6. Hydrogen Cyanide Gas generators (a make-shift container with some type of acidic chemical designed to spill onto a toxic chemical).

7. Open flammable liquid adjacent to an incendiary device.
 8. Attack dogs and poisonous/dangerous snakes.
 9. Monofilament trip lines connected to a chemical or explosive booby-trap(s) and/or firearms; e.g., an explosive device or shotgun rigged to a doorknob, doorway, or main entry.
 10. Compressed gas cylinders with discolored valves.
 11. Camping coolers or thermoses.
- I. **Contamination** -- There are several ways that members may accidentally come in contact with dangerous chemicals or hazardous materials. The touching of an individual during an arrest or assist could cause a member to become contaminated if that person has been exposed to a clandestine lab or hazardous materials.
1. Disposable gloves should be worn before coming into physical contact with any part of the person's body. Personal gloves should not be used as a substitute for disposable gloves. If personal gloves do become contaminated, they should be treated as hazardous material and disposed of at the scene in accordance with directions from the supervisor in-charge.
 2. Do not eat or drink anything until after being decontaminated.
 3. Remember that clothing and shoes will absorb chemicals and can contaminate their homes and families.
 4. Avoid contaminating other people or things, such as Department vehicles.
 5. Get medical attention, if necessary.
- J. **Decontamination**
1. The Site Safety Officer will determine the level of decontamination necessary at each scene.
 2. No one is to be released from the scene until the Site Safety Officer has authorized their release. If any person has been contaminated, the Site Safety Officer will determine which level of decontamination should be given.
 3. Persons who have been contaminated or feel they have been exposed as a result of being near the site will be decontaminated and receive appropriate medical attention.
 4. If transportation to the Los Alamos County Medical Center is needed, this will be organized by the Site Safety Officer and the on-scene sergeant or commander.
- K. **Recovery of Chemicals**

1. When only chemicals are present that are not of evidentiary value, they shall be disposed of as directed by the Site Safety Officer. At no time will hazardous materials be transported or stored at headquarters.
2. If chemicals are determined to be of evidentiary value, they shall be collected, analyzed, and processed as directed by the Site Safety Officer.
3. When a clandestine laboratory is present, the situation will be handled as if a major crime scene and individuals responsible will be charged with appropriate criminal charges and civil charges.

Approved by:



Dino Sgambellone
Chief of Police

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225.00 Evidence and Property Control			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.17.01, 02, 03, 04		

I. PURPOSE

The purpose of this General Order is to establish guidelines, procedures and responsibilities for the identification, collection, examination, storage and purging of evidence and property by Los Alamos County Police Department personnel.

II. POLICY

- A. It is the policy of the Los Alamos County Police Department that all evidence and property that comes into police custody will be turned over to and stored in compliance with the procedures established by the Evidence Packaging Manual and Evidence Room Manual. Evidence manuals are available via computer on the Department's "N-Drive" and on the Intranet in the policy Manual folder.
- B. Found, recovered or other property acquired for safekeeping shall be collected, stored and purged in accordance with the Evidence manuals.
- C. It shall be the responsibility of all Los Alamos County Police Department employees collecting evidence, to ensure that all evidence is collected, properly documented, packaged and stored in accordance with the Department's Evidence Packaging Manual.
- D. The Evidence Technician shall be responsible for the control of all property and evidence collected and submitted to his or her custody. The Evidence Technician shall ensure that all evidence and property is secured and controlled in accordance with the Evidence Room Manual.
- E. It is the policy of the Los Alamos County Police Department to ensure that there is strict accountability for all evidence and property collected and that the "chain of custody" is properly maintained.

III. DEFINITIONS

EVIDENCE – means any and all items that are associated with a criminal offense or investigation that prove or disprove the facts or any items designated as evidence by a law enforcement officer.

EVIDENCE CUSTODIAN – The Evidence Custodian refers to any Department personnel so assigned by the Chief of Police or his or her designee. It also refers to any Assistant Evidence Custodians as may be appointed when the Evidence Custodian is not available.

EVIDENCE/PROPERTY DISPOSITION AUTHORIZATION – means a printed form given to the submitting officer to authorize the release, disposal, or retention of evidence.

EVIDENCE REQUEST FORM – refers to the form that will be completed by the requesting officer and submitted to the Evidence Custodian not less than forty-eight (48) hours (or two normal working days for the Evidence Custodian) prior to its being needed by the officer.

EVIDENCE SHEET – means an itemized list of evidentiary property generated by the Records Management System (RMS) program.

FOUND PROPERTY – means non-evidentiary property that has been lost, turned into the Department and that is not attributed to a criminal offense or investigation.

NOTICE TO CLAIM FORM – means a printed form sent to the owner of property when the property is ready for release.

PROPERTY RECEIPT – means a printed form identifying the property taken in for safekeeping and identifying the owner, if known.

PROPERTY RELEASE FORM – means a printed form used when any property taken in by the Department is released to the owner.

SAFEKEEPING – means non-evidentiary property that is being held for temporary protection.

IV. PROCEDURES

- A. All employees of the Los Alamos Police Department will follow and adhere to the Evidence Packaging Manual and Evidence Room Manual. Procedures to properly package and store evidence and/ or property can be found in the Evidence Manuals.
- B. All evidence coming into the custody of the Department shall be placed in the Evidence Lockers or other appropriate locations no later than the end of the shift on which it was received together with the required documentation

Approved by:



Dino Sgambellone
Chief of Police

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226.00 Evidence Packaging Manual			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.17.01, OPR.12.04		

I. PURPOSE

The purpose of this General Order is to establish guidelines, procedures and responsibilities for the proper packaging of evidence. For complete procedures employees should refer to the entire Evidence Packaging Manual.

II. POLICY

It is the policy of the Los Alamos County Police Department that all items of evidence/property collected by officers be properly packaged before being submitted to the Evidence Custodian or placed in an Evidence Locker.

IV. PROCEDURES

- A. All evidence collected shall be packaged in accordance with the Evidence Packaging Manual before being placed into evidence lockers or turned over to the Department's Evidence Technician.
- B. Items of evidence that do not readily conform to the following packaging requirements shall be referred to the Department's Evidence Technician for directions.

Approved by:



Dino Sgambellone
Chief of Police

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227.00 Bomb Squad			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.01.08, OPR.05.05, TRN.02.01, 02		

I. PURPOSE

The purpose of this General Order is to establish guidelines for the utilization and operation of the Los Alamos County Police Department Bomb Squad. The primary purpose of the Bomb Squad is to provide for the safety of personnel and citizens in the response, deployment and handling of explosives related incidents and to provide for the safe transportation and/or the disposal of explosive materials.

II. POLICY

It is the policy of the Los Alamos County Police Department to maintain a well-equipped and professionally trained Bomb Squad. It shall further be the policy of the Department to procure and render aid and equipment as needed to other Bomb Squads and Bomb Technicians in accordance with mutual aid agreements and the Mutual Aid Act. This policy covers general response using a bomb squad, however the entire procedure can be found in the Unusual Occurrence Manual.

III. DEFINITIONS

BOMB SQUAD – means a specially trained group of personnel that respond to actual or suspected explosive devices. The Bomb Squad consists of one Bomb Squad Commander appointed by the Chief of Police of the rank of Sergeant or higher who possesses current Bomb Technician certification by the FBI Hazardous Devices School. The Bomb Squad also consists of a maximum of five Officers of the rank of Corporal or higher and who possess, or who will possess within three years of appointment to the Bomb Squad, current Bomb Technician certification from the FBI Hazardous Devices School.

BOMB SQUAD ASSISTANT – means a Los Alamos County Police Officer who has been assigned to the Bomb Squad and who is awaiting training at the FBI Hazardous Devices School.

BOMB SQUAD COMMANDER – means the Los Alamos County Police Officer who has been appointed by the Chief of Police to be in charge of the Bomb Squad.

BOMB SQUAD RESPONSE VEHICLE – means a vehicle equipped with emergency lights, siren and specialized equipment that is specifically designed for the purpose of Bomb Squad responses. This vehicle is also equipped to tow an explosives transport trailer.

CERTIFIED BOMB TECHNICIAN – means a public safety official with current certification and who has been specifically trained according to Federal Guidelines in the handling of explosive materials. Bomb Technicians must have graduated from and be currently certified by the FBI Hazardous Devices School.

DOWN RANGE – means the danger zone surrounding any potential explosive material or device as defined by the Bomb Squad Commander, or his or her absence, by the

senior Bomb Technician on any scene, demolition site, explosives range or disposal area.

ESCORT VEHICLES – vehicles that are utilized for escorting Bomb Squad Response Vehicle and/or the Explosives Transport Trailer in which a bomb, suspected explosive device or explosive material is transported.

EXPLOSIVES TRANSPORT TRAILER – means a trailer specifically designed with a holding container capable of venting gas and fragmentation upward in the event of an explosion during transport; single vent or a trailer specifically designed with a holding container that is described as a TCV (Total Containment Vessel).

FACILITY MANAGER – means the person who has been designated to have the authority over and who has the responsibility for real property and personnel at a given facility.

FBI – means the Federal Bureau of Investigation.

HANDS ON – means any action taken by a Bomb Technician or other person that touches, manipulates, moves, disturbs or disrupts any suspicious item, package or device on any Bomb Squad response or any potential Bomb Squad crime scene. This includes the actual hands on activities or by any other means including the use of robots, hot sticks or other devices or equipment.

HAZARDOUS ITEM SEPARATION – means the separation of explosive or incendiary chemical compounds from fused and/or detonating devices.

IED – means an Improvised Explosive Device.

INCIDENT COMMAND SYSTEM (ICS) – means the standardized on-scene, all hazard incident management concept. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents. ICS consists of procedures for controlling personnel, facilities, equipment and communications.

MUTUAL AID – means the commitment of services, personnel and/or equipment between law enforcement agencies during an emergency.

MUTUAL AID ACT – means any state, county or municipal agency having and maintaining Peace Officers (as defined by the State of New Mexico) may enter into mutual aid agreements with any public safety agency with respect to law enforcement, provided any such agreement shall be approved by the agency involved and the Governor (refer to 29-8-3 NMSA 1978).

RENDER SAFE – means actions performed by the Bomb Squad in an effort to prevent the detonation or explosion of a suspected explosive device.

SUSPECT DEVICE – means any item purchased, container or other material suspected of having an explosive or incendiary potential that includes, but is not limited to, homemade bombs (Improvised Explosive Devices), military ordinance, and explosive or incendiary chemical compounds. This *does not* include small quantities of rifle/shotgun/handgun ammunition and legal fireworks (e.g., firecrackers, bottle rockets and or Class C fireworks as defined in State and Federal guidelines).

UP RANGE – means the safe zone surrounding any explosives material or device as defined by the Bomb Squad Commander, or in his or her absence, the by the senior Bomb Technician on any scene, demolition site, explosives range or disposal area.

IV. PROCEDURES

A. The Los Alamos County Police Department Bomb Squad **will be called out** in accordance with General Order 212.00 – Specialized Units Call-Out Criteria.

1. Bomb Squad call-outs may include but are not limited to:
 - i. Suspicious packages or devices
 - ii. Suspect device
 - iii. Found or located military ordinance
 - iv. Found or located explosives
 - v. Homemade explosive devices such as pipe bombs or any other type of Improvised Explosive Device (IED).
 - vi. Assisting other Bomb Squads (in accordance with the Mutual Aid Act).
 - vii. Bomb Threats
 - viii. Dignitary protection support

B. The Incident Command System (ICS) and Bomb Squad Responses

1. The Incident Command System will be utilized on all Bomb Squad responses related to suspect device incidents or as otherwise determined by the Bomb Squad Commander or his or her designee.
2. In all Bomb Squad related events within Los Alamos County in which the ICS is implemented, an Officer from the Los Alamos County Police Department will function in the role of Incident Commander and will act as the Incident Commander either independently or as part of a Unified Command. The Department's Incident Commander will have the final word in all incident related decisions and will act as the Spokesperson from Command and general staff members into the Unified Command. The assigned Incident Commander will be the on-duty Shift Commander or Operations Commander as assigned by the Chief of Police or his or her designee.
3. In all Bomb Squad related events within Los Alamos County in which the ICS is implemented, a member of the Department's Bomb Squad will function in the ICS Command Staff position of Safety Officer as assigned by the Bomb Squad Commander or, in his or her absence, by the senior Certified Bomb Technician on-scene.
4. Members of the Bomb Squad shall establish inner and outer perimeters at all Bomb Squad scenes.
5. The Incident Command Post will be established outside the inner perimeter in an area designated by the Bomb Squad.
6. Bomb Squad operations will be established outside of the inner perimeter and inside the outer perimeter an area designated by the Bomb Squad.

C. Evacuations

1. The order to evacuate will be passed along by word of mouth if possible and handled in an orderly manner to prevent panic and unnecessary injury.

2. The facility manager or his or her designee will be consulted regarding possible evacuation routes and, if time permits, those areas shall be searched prior to any evacuation.
3. Care must be taken to ensure that all occupants are out of the building or hazardous/danger area and that they are not allowed to re-enter without permission of the Bomb Squad Commander or his or her designee.
4. It is the responsibility of Emergency Responders and facility occupants to always look for secondary devices in all places, especially along evacuation routes and in evacuation areas.
5. Evacuees will be taken a *minimum* of three-hundred (300) feet from the scene (500 feet, if possible) and directed to seek and stay behind cover.
6. Other factors to consider when determining the a safe distance doe evacuation may include:
 - i. The proximity to other potentially hazardous areas
 - ii. The location of adjacent/adjoining buildings
 - iii. The proximity to occupied areas
 - iv. The scope and magnitude of the threat
 - v. The availability of adequate cover

D. When a suspect device has been **reported within Los Alamos County, the following responses shall be initiated:**

1. Initial Notifications. The Consolidated Dispatch Center (CDC) shall:
 - i. Whenever a suspect device threat call is received originally by the CDC, the CDC call taker shall elicit as much information as possible from the caller/suspect (i.e., motive, type and number of device(s), type and quantity of explosives, its/their locations, etc.) in accordance with CDC procedures.
 - ii. Whenever a suspect device threat has been made directly to a target site, the CDC call taker will attempt to ascertain who received the call and the exact conversation that took place, as close to verbatim as possible.
 - iii. Dispatch a patrol officer to the scene.
 - iv. Notify the on-duty Shift Commander and/or Operations Commander.
 - v. If requested or needed at the scene, notify the Bomb Squad to respond to the scene.
 - vi. Relay information from the on-scene patrol officer, Shift Commander or Operations Commander to the Bomb Squad in a timely manner.
 - vii. Notify other personnel in accordance with the following General Orders: GO 211.00 – Command Staff Notification, GO 212.00 – Specialized Unit Call-Out Criteria, and, where appropriate and/or requested by the on-duty Shift or Operations Commander, GO 224.00– Clandestine Laboratories.
2. Initial Response. Initially upon arrival, the on-scene Patrol Officers shall:
 - i. Power off all radio transmitter equipment and cellular phones within 500 feet of the response location.

- ii. Always look for and be alert to the possibility of secondary devices that may present at, near or around the scene.
 - iii. Attempt to locate and interview the person who located the suspected device or who received the bomb threat in order to verify the original information and to obtain all additional pertinent information. The Officer should also attempt to locate, identify and interview any other witnesses to the incident.
3. When the existence of a suspected package or device is confirmed at the scene, the on-scene Patrol Officers will:
- i. Seek a safe place from behind cover from which to control the scene.
 - ii. Maintain a safe distance of a *minimum* of three-hundred (300) feet and avoid physical contact with, close examination of, or movement of the suspected device. ***DO NOT TOUCH THE DEVICE.*** This restriction shall apply to ALL personnel except for Certified Bomb Technicians of a certified bomb squad.
 - iii. Advise the CDC that the Bomb Squad will be needed on the scene and to advise the on-duty Shift and/or Operations Commander.
 - iv. Provide the CDC with information on the situation/device including the incident risk potential which may be established as follows:
 - a. No immediate hazard to persons or property (e.g., the suspect device is located on vacant property at a safe distance from persons, animals, structures and property).
 - b. No immediate hazard to persons or animals, however, potential hazard exists to structures or other personal property (e.g., the suspect device is located in or near a structure or vehicle with persons a safe distance away).
 - c. Potential hazard to human life (e.g., the suspect device is located in a populated area or in a building which has not been evacuated).
 - d. Secure all Bomb Squad scenes and not release the scene until they are relieved by the on-duty Shift or Operations Commander AND a certified Department Bomb Squad Technician.

E. Bomb Squad Response

- 1. Only Certified Bomb Squad Technicians shall be involved in the render safe or other operations down range or in close proximity to a suspect device. The Bomb Squad Assistants may assist the Certified Bomb Technicians during these procedures in an up range capacity only.
- 2. If the Bomb Squad Commander, or designee, cannot be located, the request for the Bomb Squad shall be referred to the next available Bomb Squad member.
- 3. The response by the Bomb Squad shall be made by no less than two members of the Bomb Squad. At least one of the responding Bomb Squad members shall be a Certified Bomb Technician. If render safe, transport or other hands on procedures are to be undertaken, a minimum of two Certified Bomb Technicians must be on the scene.
- 4. If no contact is made with a Department Bomb Squad member, the on-duty Shift or Operations Commander shall be notified and assistance requested from another FBI accredited New Mexico Bomb Squad. Attempts should be made to contact the

following agencies in the following order until a minimum of two FBI Certified Bomb Technicians are responding:

- i. The New Mexico State Police Bomb Squad
- ii. The Albuquerque Police Department Bomb Squad
- iii. The Farmington Police Department Bomb Squad
- iv. The Santa Fe Police Department EOD Unit
- v. The Dona Anna County Sheriff's Office Bomb Squad


F. Reports / Investigations

1. The responding Patrol Officer will complete the initial RMS case report containing all information pertaining to the Bomb Threat or Bomb Squad call-out. The report will be forwarded to the Bomb Squad Commander and the Investigations Supervisor for review. The Investigations Unit is responsible for conducting the follow-up investigations for bomb incidents. Bomb Squad personnel will provide technical assistance during both the preliminary and follow-up phases of the investigation. Additional technical and investigative resources may be utilized including, but not limited to, the Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) or the Federal Bureau of Investigation (FBI).
2. As directed by the Bomb Squad Commander or senior Certified Bomb Technician on-scene, Bomb Squad members will complete RMS supplemental narratives.

G. Bomb Squad Training Requirements and Responsibilities

1. The Bomb Squad Commander shall ensure that all members of the Bomb Squad receive the required basic and supplemental training in regards to explosive devices. Such training shall include, but not be limited to, the following:
 - i. All federally required training
 - ii. All state mandated training
 - iii. All In-service training
2. The Bomb Squad Commander will be responsible for maintaining all training files regarding the Bomb Squad and its personnel. Copies of all training will be submitted to the Department's Training Unit.
3. The Bomb Squad Commander is responsible for the proper Staff Services, management and supervision of the Bomb Squad. S/he will ensure that Bomb Squad personnel adhere to the policies, procedures and safety guidelines established for its operations.
4. The Bomb Squad Commander, on an annual basis, will review all General Orders, policies, procedures, and training regarding the Bomb Squad and its personnel.
5. On no less than a quarterly basis, the Bomb Squad Commander will conduct an inspection of all vehicles and equipment assigned to the Bomb Squad and verify to the Chief of Police that all vehicles and equipment are in serviceable condition and ready for immediate service and deployment.

Approved by:



Dino Sgambellone
Chief of Police

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[227.00 Bomb Squad](#)

228.00 Bomb Threats			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.05.05		

I. PURPOSE

- A. The purpose of this General Order is to establish guidelines for responding to Bomb Threats. The entire procedure can be found in the Unusual Occurrence Manual.

II. POLICY

It is the policy of the Los Alamos County Police Department to assist facility managers with Bomb Threats within Los Alamos County. Evacuation of any Bomb Threat area is a decision that must be made on the merits of each individual case. The decision to evacuate where no suspect item has been located will rest with the facility manager or his or her designee. If police advice is sought, the advice given by the Department will always be to evacuate. If an explosive device or suspected explosive is found, the Department will, in all cases, order an immediate evacuation.

III. DEFINITIONS

Bomb Squad – refers to a specially trained group of personnel that respond to actual or suspected explosive devices. The Bomb Squad consists of one Team Leader appointed by the Chief of Police with the rank of sergeant or higher who possesses current Bomb Technician certification by the Federal Bureau of Investigation (FBI) Hazardous Devices School. The squad also consists of a maximum of four (4) officers of the rank of corporal or higher and who possess, or will possess within three (3) years of appointment to the squad, current Bomb Technician certification from the FBI Hazardous Devices School.

Facility Manager – means the person who has been designated to have authority over, and the responsibility for, real property and personnel at a given facility.

IV. PROCEDURES

- A. The Los Alamos County Police Department's Bomb Squad may be called out for Bomb Threats within Los Alamos County in accordance with G.O. 212.00 – Specialized Units Call-Out Criteria. The entire procedure can be found in the Unusual Occurrence Manual.

Approved by:



Dino Sgambellone
Chief of Police

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229.00 Project Lifesaver Program			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to assist in the locating of persons who wander away from their home and to establish guidelines, procedures and responsibilities for the Operation Lifesaver Program.

II. POLICY

It is the policy of the Los Alamos County Police Department to quickly respond and assist in the locating of persons who wander away from their home.

III. DEFINITIONS

PROJECT LIFESAVER PROGRAM – refers to the national program of enrolling persons who tend to wander from their homes and equipping them with an electronic bracelet transmitter that assists in locating in them in a timely manner.

PROJECT COORDINATOR – refers to the individual designated by the Chief of Police to administer the program.

PROJECT MEMBERS – refers to those members of the Department who volunteer to participate in the program and who have received the prerequisite training.

IV. PROCEDURES

A. **Program Enrollment procedures** to be completed by the Project Coordinator or his or her designee :

1. Identify the “AT-RISK” wanders who reside in Los Alamos County. This consists of individual who have or who have exhibited a tendency to wander from their home.
2. Determine if the potential client will voluntarily wear the transmitter.
3. Identify a caregiver who lives with the client that will check the transmitter’s battery on a daily basis.
4. Review and complete a Project Lifesaver Personal Data Questionnaire and an Agreement Form during an in-home visit before accepting an applicant into the program.
5. During the home visit, the caregiver is to be fully informed of the costs and/or the funding source available through the Friends of the Senior Center Fund.

6. After the Agreement is signed, the Project Coordinator, or designee, will fit the client with either a wrist or ankle bracelet transmitter depending based on client preference or suitability. A transmit frequency unique to the client shall be assigned and documented.
7. During the home visit, two photographs of the client will be taken for use in case a search situation should arise.
8. The caregiver will be instructed on how to test the battery and the importance of completing the daily log sheet. The caregiver shall also be informed of the possible consequences of not testing the battery and maintaining the log sheet. The consequences may include dropping the client from the program.
9. Caregivers shall also be instructed that when the client is missing from the home to contact the Consolidated Dispatch Center (CDC) by dialing 9-1-1, providing the necessary information and advising that the lost individual is a Project Lifesaver client. Information to be provided includes where and when the client was last seen.

B. Duties of Department Personnel regarding Project Lifesaver

1. Any requests for service by the family or caregiver of the client shall be responded to immediately by a project member.
2. CDC personnel alerted to a missing Project Lifesaver client shall immediately notify two project members that are either on-duty and/or on-call. The call list and project member list shall be updated and provided on a monthly basis to the CDC by the Project Coordinator.
3. The project members contacted shall immediately respond to the location where the client was last seen and initiate an electronic search as soon as possible. Only trained members of the program are authorized to use the equipment during a search.
4. After no less than forty-five (45) minutes and no more than one (1) hour from the start of the electronic search, if the missing client's frequency is not detected, or the client is believed to be in a motor vehicle, the on-duty supervisor shall request assistance from other law enforcement agencies with Project Lifesaver equipment. The New Mexico State Police shall also be contacted and an air support helicopter shall be requested to assist in the search.
5. The on-duty supervisor, with the assistance of Project Lifesaver members, will provide all searchers with information pertaining to the client. This information shall include a complete description of the client, the client's last known location and the amount of time elapsed since last seen, client's transmitter frequency, appropriate Department communications frequencies and phone numbers, and, in the case of the helicopter, any information regarding landing zones.
6. One ground unit will trail the helicopter and maintain communications. The helicopter or air search unit will direct the ground unit to the client's location when a signal is detected.

7. Operation control of the search shall be the responsibility of the on-duty supervisor, however, final authority regarding any air search units or units from other agencies will remain with the pilot or supervisor(s) from those agencies.
8. Upon locating and recovering the missing client, the supervisor on-scene shall determine if the client needs medical attention and/or transport home. S/he will direct that all reports are completed and submitted as required.
9. The on-duty supervisor shall determine when a search is to be terminated.

C. Monthly Maintenance Procedures

1. The Project Coordinator, or designee, shall complete a monthly inspection and maintenance check of all equipment assigned to Project Lifesaver to include that equipment issued to clients.
2. New batteries shall be replaced in each issued transmitter every 30 days from the date of issue.
3. Transmitter bands will also be replaced and adjusted during the monthly maintenance process.
4. Transmitters will be checked during the monthly maintenance process to ensure that the transmitters are functioning properly.
5. The Care Trak 1000 receivers shall be checked during the monthly maintenance process to ensure that they are functioning properly and that the batteries in these units are fully charged.
6. The monthly inspection and maintenance of all equipment shall be recorded and logged in the Project Lifesaver Maintenance Log by the Project Coordinator, or designee.
7. All Project Lifesaver equipment shall be stored in the Investigations Unit front closet.
8. The Project Coordinator shall ensure that all needed supplies are maintained on-hand and ordered in a timely manner. The Project Coordinator shall be responsible for the supply and distribution of all needed supplies and program forms.

Approved by:



Dino Sgambellone
Chief of Police

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230.00 Crime Reporting			
Effective Date:	Jan 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2015
Related NMLEPSC Standards:	ADM.26.02		

I. PURPOSE

The purpose of this General Order is to establish guidelines, procedures and responsibilities for the tracking, clearance and disposition of cases.

II. POLICY

- A. It is the policy of the Los Alamos County Police Department to investigate all criminal complaints made to or coming to the attention of the Department. Each complaint will be investigated, reviewed, and assigned a disposition as defined in this General Order. All criminal complaints determined by the Investigations Sergeant to have established probable cause will be forwarded to the appropriate office for prosecution.
- B. It is the policy of the Los Alamos County Police Department to notify the complainant/victim of the disposition of their case in accordance with the procedures set forth in this General Order.

DISCUSSION

Criminal complaints are divided into various categories based on the different reporting programs and definitions. The Federal Bureau of Investigation (FBI) uses the Uniform Crime Report (UCR) as their system whereas the State of New Mexico uses a different system based on State laws, definitions and categories. The Department uses a Records Management System (RMS) that follows the State's requirements *and* reports crimes to the FBI in accordance with their procedures. Consequently, statistical and summary reports of crime in Los Alamos may be confusing.

III. DEFINITIONS

Crime – means a violation of the federal, state or County's criminal code.

Crime Categories, Definitions and Dispositions – are described in the respective (current) Uniform Crime Report and the Records Management System (as modified and updated as needed). Both the UCR and the RMS terms, Definitions, dispositions and Procedures are hereby adopted and made a part of this General Order.

Crime Clearance Rates – Generally refers to the national average of cases cleared in each category as reported by the FBI investigating and prosecuting the crime.

Misdemeanor – refers to any criminal conduct that is punishable by fine and/or confinement for less than a year in a jail or other detention facility.

Probable Cause – is defined as a reasonable cause to believe that a crime has been committed and that a specific person or persons are responsible. A set of probabilities that are grounded in facts and which leads a reasonable and prudent person to have more than mere suspicion, but perhaps less than the amount of evidence required for a conviction.

Records Management System (RMS) – refers to the computer system used by the Department to document all Calls for Service and that include criminal complaints. Criminal complaints are categorized as either felonies or misdemeanors and investigated by members of the Department to determine:

1. If, in fact, a crime has been committed;
2. If the Department has jurisdiction over the crime;
3. If “probable cause” exists to file charges against one or more individuals for the criminal offense;
4. What category the criminal offense will be classified as; and
5. What disposition will be assigned to the case.

Standards for Case Clearance per RMS refers to the following:

1. Death of the offender
2. Active, open
3. Prosecution declined
4. Extradition declined
5. Cleared by arrest – other agency
6. Cleared by arrest
7. Victim refused to cooperate
8. Juvenile / No custody
9. Leads exhausted
10. Inactive
11. Not reviewed
12. Unfounded

Standards for Case Clearance per UCR refers to the following:

1. **Cleared by Arrest** – An offense is considered cleared by arrest when at least one person involved in the offense has been:
 - i. Arrested,
 - ii. Charged, *and*
 - iii. Turned over to the court for prosecution
2. **Cleared by Exceptional Means** – A clearance in which some element beyond law enforcement control prevents the filing of formal charges against the offender. Agencies can clear an offense exceptionally if they can answer *all* of the following in the affirmative:
 - i. Has the investigation definitely established the identity of the offender?
 - ii. Is there enough information to support an arrest, charge, and turning over to the court for prosecution?
 - iii. Is the exact location of the offender known so that the subject could be taken into custody now?
 - iv. Is there some reason outside law enforcement control that precludes arresting, charging, and prosecuting the offender (for example, suicide, deathbed confession, double murder, etc.)?

IV. PROCEDURES

- A. All "calls for service" and reports of crimes are to be initiated and processed in accordance with General Orders 202.00 – Patrol Procedures, 203.00 -- Criminal Investigations, 509.00 – Confidentiality of Records and Information, 519.00 CAD Entry Standards, 601.00 – Records, and any other applicable General Order(s).
- B. Upon completion of the investigation into a criminal activity complaint, the assigned officer/investigator shall forward their report to their supervisor for approval. The officer/investigator shall include in their RMS report all Criminal Complaints, statements of probable cause, Criminal Citations, Animal Citations, and Juvenile Referral forms.
- C. The supervisor reviewing reports will approve or disapprove the reports by either forwarding the approved report to the Investigations Sergeant or returning the disapproved report to the assigned officer/investigator with directions for completion.
- D. All cases will be submitted through the team sergeant for tracking and statistical purposes. No cases shall be forwarded for prosecution without first being submitted to the team sergeant who shall record the status and disposition of all cases. This includes all supplemental reports and information.
- E. Cases forwarded to the appropriate prosecutor's office will be delivered in a safe and secure manner. Sergeants will discuss delivery methods of case files with each prosecutor. Once a method is deemed acceptable, Sergeants will ensure their team follows such protocol.
- F. The Investigations sergeant shall cause a report of the case disposition to be sent to the victim/complainant advising them of the case number, officer/investigator assigned, the status or disposition of the case within forty-five days of the date the crime was reported. Such report will also request that if additional information is developed by the victim/complainant that they notify the assigned officer/investigator. If the case has been forwarded to a prosecutor's office for review and action, the report shall inform the victim/complainant of the date the report was delivered, the name of the prosecutor's office, and that office's telephone number.
- G. All cases shall be filed in the Records Section of the Department. The Records supervisor shall cause a summary report of both the RMS and UCR data to be generated and submitted to the Chief of Police for review and signature prior to being submitted to the State and the FBI.
- H. The Records supervisor shall retain copies of all approved and signed RMS and UCR reports and forward a copy of the final and approved UCR and RMS reports to the state and the FBI.

Approved by:



Dino Sgambellone
Chief of Police

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231.00 Juvenile Procedures on Child Abuse/Neglect			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines, procedures and responsibilities regarding juveniles.

II. POLICY

It is the policy of the Los Alamos County Police Department to protect the lives and insure the safety of all juveniles; to comply with the Children's Code of New Mexico (Chapter 32A NMSA 1978); and to cooperate with the State's Children Youth and Family Division (CYFD) in the care and protection of all children.

III. DEFINITIONS

Aggravated Circumstances – include those circumstances in which the parent(s), guardian(s) or custodian(s) has:

1. Attempted and/or conspired to cause, or has caused, great bodily harm to the child or death to a child's sibling;
2. Attempted and/or conspired to cause, or has caused, great bodily harm or death to another parent, guardian or custodian of the child;
3. Attempted and/or conspired to subject the child(ren) to torture, chronic abuse or sexual abuse; or
4. Had his or her parental rights over the child terminated involuntarily.

Child Abuse – means a child: (See also, Chapter 32A, Article 4, NMSA 1978)

1. Who has suffered or who is at risk of suffering serious harm because of the action or inaction of the child(ren)'s parent(s), guardian(s) or custodian(s); Who has suffered physical abuse, emotional abuse or psychological abuse inflicted or caused by the child(ren)'s parent(s), guardian(s) or custodian(s);
2. Who has suffered sexual abuse or sexual exploitation inflicted by the child(ren)'s parent(s), guardian(s) or custodian(s);
3. Whose parent(s), guardian(s) or custodian(s) knowingly, intentionally or negligently placed the child(ren) in a situation that may endanger the child(ren)'s life, health or safety; or
4. Whose parent(s), guardian(s) or custodian(s) has knowingly or intentionally tortured, cruelly confined or cruelly punished the child (ren).

Child Neglect – means a child: (See also Chapter 32A, Article 4, NMSA 1978)

1. Who has been abandoned by his or her parent(s), guardian(s) or custodian(s);
2. Who is without proper parental care and control or subsistence, education, medical or other care or control necessary for the child's well-being because of the faults or habits of the child's parent(s), guardian(s) or custodian(s) or the failure or refusal of the parent(s), guardian(s) or custodian(s) when able to do so, to provide them;
3. Who has been physically or sexually abused when the child's parent(s), guardian(s) or custodian(s) knew or should have known of the abuse and failed to take reasonable steps to protect the child(ren) from further harm;
4. Whose parent(s), guardian(s) or custodian(s) is unable to discharge his or her responsibilities to and for the child(ren) because of incarceration, hospitalization or physical or mental disorder or incapacity; or
5. Who has been placed for care or adoption in violation of the law; provided that nothing in the Children's Code [32A-1-1 NMSA 1978] shall be construed to imply that a child who is being provided with treatment by spiritual means alone through prayer, in accordance with the tenets and practices of a recognized church or religious denomination, by a duly accredited practitioner thereof is for that reason alone a neglected child within the meaning of the Children's Code; and further provided that no child shall be denied the protection afforded to all children under the Children's Code.

Custodian – means an adult with whom the child lives who is not a parent or guardian of the child.

Great Bodily Harm – means an injury to the person that creates a high probability of death, that causes disfigurement or that results in permanent or protracted loss or impairment of the function of any member or organ of the body.

Guardian – means a person appointed as a guardian by a court or Indian tribal authority or a person authorized to care for the child by a parental power of attorney as permitted by law.

Juvenile – means a child or an individual seventeen (17) years of age or younger.

Parent – means and includes a biological or adoptive parent if the biological or adoptive parent has a constitutionally protected liberty interest in the care and custody of the child.

Physical abuse – means and includes, but is not limited to any case in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling or death and:

1. There is not a justifiable explanation for the condition or death;
2. The explanation given for the condition is at variance with the degree or nature of the condition
3. The explanation given for the death is at variance with the nature of the death; or

4. Circumstances indicate that the condition or death may not be the product of an accidental occurrence.

Sexual abuse – means and includes, but is not limited to criminal sexual contact, incest or criminal sexual penetration, as those acts are defined by state law.

Sexual exploitation – means and includes, but is not limited to:

1. Allowing, permitting, encouraging a child to engage in prostitution;
2. Allowing, permitting, encouraging or engaging a child in obscene or pornographic photographing; or
3. Filming or depicting a child for obscene or pornographic commercial purposes, as those act are defined by state law.

IV. PROCEDURES

1. Any officer taking a report of an alleged child abuse shall immediately contact the Children Youth and Families Division (CYFD) by telephone and advise them of the name, address and phone number of the reporting individual as well as the facts of the incident. The officer shall cause a written report of the same to be forwarded to the CYFD within forty-eight (48) hours. The report shall include:
 - i. The names and address/location of the child(ren)
 - ii. The names and address/location of the parents, guardian or custodian
 - iii. The age(s) of the child(ren)
 - iv. The nature and extent of injuries
 - v. Any evidence of prior injuries
 - vi. Other information that might be helpful in establishing the cause of the injuries and the identity of the person(s) responsible
2. All Child Protective Services (CPS) reports have time constraints that require immediate action. All such reports received via fax, mail or email shall immediately be forwarded to the Department's Child Abuse Investigator, the Detective Unit Supervisor or, in their absence, the on-duty shift supervisor.
3. The investigating officer shall proceed with the investigation of the case based on the nature of the crime and the severity of the injuries. Preliminary investigation includes activities centered on the protection of the child (ren) identified as the victim(s).
4. An officer who has been trained in child abuse and neglect shall be assigned to and is responsible for the investigation of reports of child abuse and neglect reported by schools, day care centers, hospitals, medical facilities, any other child(ren) facilities or any other sources.
5. Investigators shall make contact with the CPS investigator assigned to the case, share information, identify family needs, arrange for the child's safety, identify and complete investigative steps, and complete any further actions that are required or deemed appropriate.

6. Investigators may make contact with the child(ren) involved in the case at their school or daycare facility without prior notice to the parents or guardian pursuant to New Mexico State Statute 32A-4-5.C, which states:
 - i. After properly verifying the identity of the public official, any school personnel or other person who has the duty to report child abuse pursuant to Section 32A-4-3 NMSA 1978 shall permit a member of a law enforcement agency, including tribal police officers, an employee of the district attorney's office, an investigative interviewer for a program described in Subsection E of this section or an employee of the department, to interview a child with respect to a report without the permission of the child's parents or guardian. Any person permitting an interview pursuant to this subsection is presumed to be acting in good faith and shall be immune from liability, civil or criminal, that might otherwise be incurred or imposed by law, unless the person acted in bad faith or with malicious intent.
7. The investigating officer should abide by the requests for visitation at the school.
8. In more serious cases, an interview shall be set up with a forensic interviewer at a "safe house". The following agencies are authorized to conduct child interviews:
 - i. Brave Voices Child Interviewing Program 1-505-747-4326 in Espanola
 - ii. Santa Fe Rape, Crisis and Trauma Center 1-505-988-1954 in Santa Fe
9. A child may be held or taken into custody by a law enforcement officer when the officer has reasonable grounds to believe that a child is suffering from illness or injury as a result of alleged abuse, neglect, has been abandoned, or is in danger from his or her surroundings or environment and removal is necessary for the safety and welfare of the child.
10. The officer shall then give custody of the child (ren) to the CYFD for placement into foster care.
11. A felony case cover sheet is required to be completed for review by the Child Abuse Deputy District Attorney. Basic documents and items particular to child abuse investigations should include, but are not limited to copies of "safe house" tapes, "safe house" drawings, crime scene photographs, photographs of the child(ren)'s injuries, medical release forms, CYFD reports.

Approved by:



Dino Sgambellone
Chief of Police

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232.00 Arrest Procedures			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.04.01, 02, 03, 04, OPR.09.01, OPR.12.01, OPR.12.03		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for arrests.

II. POLICY

1. It is the policy of the Los Alamos County Police Department that all arrests are to be made in accordance with law as set forth in Chapter 31 of the New Mexico Criminal and Traffic Law Manual – Criminal Procedure.
2. It is the policy of the Los Alamos County Police Department that all persons arrested will be treated with due respect and dignity. Only the minimum force necessary to effect the arrest shall be used. In any case where the subject(s) arrested is injured, s/he shall receive appropriate medical treatment in a timely manner.
3. Where appropriate, and permitted by law, a criminal or traffic citation(s) may be issued in lieu of a custodial arrest.

III. DEFINITIONS

See Chapter 31 of the New Mexico Criminal and Traffic Law Manual – Criminal Procedure.

IV. PROCEDURES

A. Custodial Arrests

1. Assault and battery on a household member requires that an arrest be made.
2. The following violations allow for the subject(s) to be taken into custody:
 - i. Driving While Intoxicated (DWI)
 - ii. Reckless Driving
 - iii. Leaving the scene of an accident where there are injuries or \$500 or more worth of damage (if located within a reasonable time)
 - iv. Requests for immediate appearance before the judge
 - v. Failure or refusal to sign the citation
 - vi. Driving on a suspended or revoked license as a result of DWI conviction
 - vii. Driving on a suspended license as a result of more than two failures to appear in court or payment of fines to the court.
 - viii. Individuals named in an arrest warrant by a court of competent jurisdiction and where extradition of the subject is ordered/authorized.

- ix. Shoplifting
 - x. Fraudulently obtaining services
 - xi. Public Affray in a licensed liquor establishment
 - xii. All felony arrests may result in a custodial arrest.
3. Officers transporting subjects shall contact the CDC and report their starting and ending mileage.

B. Non-Custodial Arrests

1. Where appropriate and permitted by law, officers may issue criminal citations or summonses in lieu of a custodial arrest.
2. In cases involving juveniles, the investigating officer, or designee, will contact the parents of the juvenile as soon as possible and advise them that the juvenile was involved in a non-custodial arrest activity and that they may be contacted by the Juvenile Probation and Parole Office for further action.

C. Juvenile Arrests

1. Law enforcement interaction with juveniles differs from adults/ while juveniles are afforded equal protection under the law, as are adults, there are differences in how juveniles are to be handled under current New Mexico Law. When dealing with Juveniles, officers will use the least coercive of reasonable alternatives. However, violations of the law are not to be ignored and any interventions by the Department shall be documented.
2. The Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency, The Department does not identify any one person or position to oversee juvenile operations, therefore it is the responsibility for all departmental personnel and components to participate in and support the juvenile operations.
3. Arrests of juveniles on school property is governed by General Order 207.00 – School Liaison and the Los Alamos Public School MOU.
4. Parents or guardians of juveniles taken into custody shall be notified as soon as possible and practical.
5. Juveniles taken into custody shall be handcuffed and searched in accordance with this General Order.
6. Detention of juveniles must be authorized by a Juvenile Probation and Parole Officer (JPPO) and in compliance with NMSA Rule 10-431 which requires that a Probable Cause Determination form be completed and faxed immediately to office of the Children's Court Judge who shall determine if the juvenile is be released or retained in custody. (See also LAPD 0311 8/17/07 in the Forms and Reports Manual).
 - i. No juvenile may be held in the Los Alamos County Detention Center for any amount of time without the JPPO authorization and Probable Cause Determination form completed and faxed to the Children's Court Judge.

7. All Juveniles arrested require that an RMS report be completed and submitted to the JPPO
8. Juveniles that have committed driving offenses listed as “delinquent” according to Section 32A-2-3 NMSA 1978 shall be referred to the District Court. This is accomplished by notifying the JPPO. These offenses include:
 - i. Driving Under the Influence
 - ii. Failure to stop in the event of an accident resulting in personal injury or property damage
 - iii. Unlawful taking of a motor vehicle
 - iv. Receiving or transferring a stolen vehicle
 - v. Homicide by vehicle
 - vi. Injuring or tampering with a motor vehicle
 - vii. Altering or changing engine or VIN numbers
 - viii. Altering or forging a driver's license or making a fictitious license or permit
 - ix. Reckless driving
 - x. Driving while suspended or revoked
 - xi. Any offense punishable as felony.
9. When transporting a juvenile, officers shall contact the CDC and advise the starting and ending mileage.
10. An officer may also release a juvenile with no further action when reasonable.
11. Officers will contact the parent or guardian of the juvenile prior to questioning when the juvenile in custody is under the age of 14 or when the juvenile's mental capacity appears significantly diminished.

D. Diplomatic Immunity

1. Foreign diplomats and consular officials are granted immunity from arrest under authority of federal and international law. In all cases involving such diplomats and consular officials involved in the commission of crimes and traffic offenses, the case shall be referred to the County Attorney, District Attorney or the United States Attorney for New Mexico. Where necessary, the individual(s) shall be fully identified and their diplomatic status verified but they shall not be detained. At all times, they shall be treated with dignity and respect. If they are injured, they shall be provided medical care and assistance. If their vehicle is disabled or damaged to the point that it cannot be safely driven, officers shall assist them in obtaining alternative transportation, contacting their embassy or consulate, or other designated person(s) and all reasonable assistance. Their departure shall not be impeded in any way.

E. Members of the Military

1. Members of the military are not exempt from obeying the criminal and traffic laws of Los Alamos County and the State of New Mexico. In cases where a citation is issued, no report to military authorities is required. In cases where a custodial arrest is made, the nearest military police post shall be notified without delay.

F. Arrests of Members of Outside Law Enforcement Agencies

1. Members of other law enforcement agencies, including sworn officers, shall be treated like all other persons arrested.
2. If possible, an officer of higher rank than the individual being arrested should make the arrest. However, if circumstances dictate that an immediate arrest is necessary for the protection of life and property, it shall be made without hesitation or delay.
3. An immediate and thorough search of the individual shall be conducted for all weapons, handcuff keys, contraband and items of evidence.
4. The individual shall be booked in accordance with the General Orders governing the Los Alamos County Detention Center.
5. The arresting officer shall, without unnecessary delay, initiate notification of the arrest through the Department's chain of command to the Chief of Police who shall cause notification of the arrest to be made in a manner s/he deems appropriate to the head of the agency of the individual arrested. Notification of the arrest shall include the name of the individual arrested, the circumstances surrounding the arrest and the charges.
6. Any weapons and/or property issued by the arrestee's department shall be returned to that department unless deemed to be evidence in the commission of the crime(s) alleged.
7. Members of this Department involved in the arrest, investigation or otherwise having knowledge of the incident, crime or any of the individuals involved shall cooperate with the investigating officers from the other agency.
8. Members of other agencies who are arrested and placed in the Los Alamos County Detention Center shall be placed in, and confined to, a cell separate from other inmates for their protection.

G. Arrest of Los Alamos County Employees

1. Notification of the arrest of a County employee by another law enforcement agency or the arrest of a County employee by a member of this Department shall immediately be forwarded up the chain of command to the Chief of Police who shall cause the appropriate notifications to be made outside of the Department. Such notification should include the employee's name, department, circumstances of the arrest (day, date, time, location and jurisdiction), name of the individual and agency making the arrest/notification, charges that are pending or that have filed, and if the location of the facility where the individual is in custody or if s/he has been released on bond.
2. County employees shall be treated like all other persons arrested. They shall be booked into the Los Alamos County Detention Center in accordance with the General Orders governing the Detention Center if the arrest was made by officers of this Department or if arrested elsewhere based on a warrant issued out of Los Alamos Municipal Court, Magistrate Court, the District Court for Los Alamos or a US Federal Court and returned to Los Alamos as a prisoner (not having bonded elsewhere) unless otherwise directed by competent authority).

3. County property determined to be evidence shall be placed into evidence in accordance with General Order 225.00– Evidence and Property Control, General Order 226.00 – Evidence Packaging Manual and Evidence Room Manual. County property in possession of the employee (vehicles, tools, keys, etc.) not deemed to be of an evidentiary nature shall be released to the appropriate County department as soon as practical.

H. Arrest of Members of the Department

1. Upon receiving notification of the arrest of a member of this Department, the individual receiving such notification shall ascertain the name of the member arrested, circumstances of the arrest (events causing the arrest or issuance of a warrant; the day, date, time and location of the offense, the jurisdiction involved, the name of the individual and agency making the arrest/notification, the charges pending or filed, if the individual is in custody and the name of the facility where incarcerated or if released on bond; if the member is injured and/or hospitalized and where; and any additional pertinent information available. Such notification shall be forwarded without delay through the Department's chain of command to the Chief of Police. The Chief of Police shall cause all necessary and appropriate notifications to be made.
2. Whenever possible, the arrest of a member of this Department by an officer of this Department shall be made only after the Chief of Police has been notified. The Chief, or his or her designee, shall then designate an officer of higher rank than the individual to be arrested (if that individual is a sworn officer) to make the arrest. Where there exists an immediate threat to life, property or evidence, the senior officer on the scene of the event shall make the arrest without delay and cause the immediate notification of the Chief of Police through the chain of command.
3. County property (vehicle, weapons, keys, etc.) in the possession of the arrested member shall be seized and, if not deemed as evidence, turned over to the Shift Commander. All property and items deemed to be evidence shall be processed in accordance with General Order 225.00– Evidence and Property Control, General Order 226.00 – Evidence Packaging Manual and Evidence Room Manual.
4. Members placed under arrest by this Department shall be searched, cuffed and transported to the Los Alamos County Detention Center or other place of incarceration as may be deemed by the Chief of Police or other competent authority (E.g., a court). The individual arrested shall be booked in accordance with the General Orders governing the Detention Center or other facility.
5. Members of this Department who have been arrested by any agency (except this Department) shall notify the Chief of Police in writing within seventy-two (72) hours and provide the necessary information for the Chief to determine if the individual should be allowed to return to duty, placed on administrative or other leave, or if other appropriate action needs to be taken. The Chief of Police shall make such determination in a timely manner and cause the individual to be duly notified. (See also General Order 105.00 – Professional Conduct and Responsibilities).

I. Arrest Procedures

1. All persons who are arrested and taken into custody shall be handcuffed behind their backs or otherwise secured for their safety and the safety of the officer(s).

- i. Exceptions may be made for the elderly, invalid, sick or injured, or other physical or mental handicap which prevents an arrestee from being handcuffed behind their back.
 - ii. Officers will not for any reason utilize a “hog tie” restraint on any arrestee nor shall any arrestee be secured to any object or another arrestee.
 - iii. Only double locking handcuffs, leg restraints and belly chain/belt are approved restraint devices during arrestee transports.
 - iv. All handcuffs and double locking leg restraints utilized will be double locked and checked for tightness prior to transport.
- 2. All persons who are arrested or prisoners who are transported shall be placed in the back seat of a police vehicle or jail transport van equipped with a protective screen separating the driver and arrestee/prisoner.
 - i. All prisoners shall have the seatbelt fastened around them unless doing so would place the officer in danger of harm.
 - 3. Before prisoners are placed into a police vehicle, they shall be thoroughly searched for weapons and evidence. The police vehicle shall also be searched for weapons and evidence both before the prisoner is placed into the vehicle and after delivery of the prisoner to the Detention Center.
 - 4. Upon arrival at the Detention Center, all arrestees shall be searched again and processed in accordance with the General Orders governing the Detention Center (G.O. series 300.00.).

J. Prisoner Transport

- 1. If an arrestee has been injured, or is claiming injury or illness whether visible or not, the arrestee shall be taken to a medical facility for evaluation by a physician prior to being delivered to the Detention Center. The arrestee may be transported in a police vehicle or ambulance depending on the severity of the injury or illness.
- 2. If the arrestee is transported by ambulance an officer will accompany the arrestee inside the ambulance.
- 3. The transporting officer shall cooperate with medical personnel and hospital protocols to the fullest extent possible without compromising the security of the arrestee or the safety of the arrestee, medical personnel, officer or public. In the event a dispute arises with medical personnel involving the security of the arrestee which cannot be immediately resolved, a supervisor will be notified and respond to the location.
- 4. A supervisor shall be notified when any arrestee has been injured, is claiming injury or illness, is in a condition to pose an exposure risk for any communicable disease, is handicapped, or creates any significantly unusual occurrence.

5. All instances regarding the transport of injured, sick, handicapped, mentally ill, or arrestees posing a risk of infection from a communicable disease shall be documented in the officer's incident report.
6. The transport of prisoners from the Detention Facility shall require the documentation as outlined in "General Order 319.00- Inmate and Prisoner Transport". The security measures outlined in General 319.00 Inmate and Prisoner Transport shall also be followed.

K. Review of Arrests

1. All supervisory officers shall review all arrests made by officers for compliance with the above cited Chapter 31 and the procedures established by the Department.

Approved by:



Dino Sgambellone
Chief of Police

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233.00 Communicable Diseases			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	PER.10.01		

I. PURPOSE

All law enforcement officers are subject to unpredictable risks of exposure to various communicable diseases, therefore, general infection control procedures shall be applicable at all times. As potential exposures are unpredictable, protective measures may be used in situations which do not appear to present any risk.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide training and protective equipment to reduce the incidence of exposure to Department personnel of blood borne pathogens and other communicable diseases.

III. DEFINITIONS

Communicable Disease: A disease that can be transmitted from person to person or from an infected animal or the environment to a person.

Blood borne Pathogen: Any pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to HIV and Hepatitis.

IV. PROCEDURES

A. Training

1. The training regarding communicable disease and blood borne pathogens will be coordinated by the Staff Services Manager or his designee. Training may be coordinated with the County Risk Management Department or Los Alamos County Fire Department.
2. Whenever the possibility for exposure to blood or blood contaminated bodily fluids exists, appropriate protection shall be worn. Sworn officers are issued blood borne pathogens protection kits in their vehicle inventory. Each incident must be examined to determine the need for additional protective measures and assistance.
3. In the event an officer encounters a potential exposure to a communicable disease, he or she shall adhere to all training guidelines in that regard, including initial decontamination, in order to minimize risk to exposure.
4. Precautions should be taken, but are not limited to, the following circumstances:
 - i. Any environment in which bodily fluids are present (death scenes, bathrooms, sewers, etc.)

- ii. Performing CPR
- iii. Handling violent prisoners (spitting, open wounds, etc)
- iv. Fights/Accident scenes (wounded combatants/drivers, prisoner riots, etc)
- v. Conducting searches (person, vehicle, residence, jail cell, etc)
- vi. Clothing exchanges
- vii. Transports/handling of prisoners suspected of carrying a communicable disease.

B. Exposures – Reporting/Medical Treatment

- 1. In the event of a possible exposure to a blood borne pathogen or other serious communicable disease, all procedures required by the Los Alamos County Risk Management Office will be followed. This will include Form RM13: Disease Exposure Report.
- 2. Notifications up the employee's chain of command will be made to the Chief of Police. All records regarding the suspected exposure will otherwise be kept confidential.

C. Contaminated Materials Disposal

- 1. Contaminated materials which are evidentiary in nature shall be disposed of as per evidentiary policies.
- 2. Contaminated materials which are not evidentiary in nature (gloves, etc) shall be disposed of by placing them in the appropriate hazardous materials receptacle at the department. Final disposal of the waste will be in accordance with the Los Alamos Police Department Evidence Disposal Segregation Plan.

Approved by:



Dino Sgambellone
Chief of Police

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234.00 Cross-Commission with Santa Fe County			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.14.01		

I. PURPOSE

The purpose of this General Order is to establish guidelines and limitations of authority for Los Alamos County Police Officers who are cross-commissioned with the Santa Fe County Sheriff's Department. Los Alamos County Police have, in the past, routinely responded to traffic crashes and other emergency incidents on roadways and property located in Santa Fe County in order to protect life and property. This General Order follows the Memorandum of Understanding with Santa Fe County which is designed and intended to authorize Los Alamos County Police Officers to perform certain functions related to crash investigations, traffic enforcement, and criminal investigations theretofore unavailable to them because the incident occurred just outside the jurisdiction of Los Alamos County.

II. POLICY

It is the policy of the Los Alamos County Police Department that all sworn officers employed by the Department shall also be commissioned and sworn in as law enforcement officers in Santa Fe County authorizing them to perform limited law enforcement functions in designated areas of Santa Fe county adjacent to Los Alamos County (hereinafter referred to as "corridor of enforcement"). Under the authority of the Sheriff of Santa Fe County and the Chief of Police of Los Alamos County, and the guidelines issued in this General Order, Los Alamos County Police Officers shall perform limited law enforcement functions. These limited function follow the MOU with Santa Fe County.

III. DEFINITIONS

CORRIDOR OF ENFORCEMENT – For the purpose of this General Order, the "corridor of enforcement" is defined as the area of New Mexico State Road 501 (commonly known as "the truck route") east from the Los Alamos / Santa Fe County Line to New Mexico State Route 4; thence from New Mexico State Road 4 north from the Los Alamos / Santa Fe County Line near White Rock to New Mexico State Road 502, including on and off ramps onto and off of New Mexico State Road 502; thence on New Mexico State Road 502 east from the Los Alamos / Santa Fe County Line to mile marker 6, including the off-ramp onto New Mexico State Road 4; thence from Rendija Canyon Road east from the Los Alamos / Santa Fe County Line, including any other areas encompassing the surrounding areas known as Rendija Canyon, Guaje Canyon, and the pumice mines thereon.

CROSS-COMMISSION – means the official swearing-in of an officer from one political jurisdiction into another, giving law enforcement authority to that officer in both jurisdictions.

LIMITED LAW ENFORCEMENT FUNCTIONS – means, for the purpose of this General Order, those duties and responsibilities typically associated with law enforcement, including investigation of minor crashes, issuance of citations, misdemeanor arrests, and public contacts in emergency circumstances. Los Alamos County Police Officers shall not engage in, or conduct planning of law enforcement operations within the “corridor of enforcement” in Santa Fe County. Limited law enforcement functions involve those incidental to travel between Los Alamos and White Rock, and the protection of life and property within the “corridor of enforcement.”

MEMORANDUM OF UNDERSTANDING (MOU) – means, for the purpose of this General Order, a formal document agreed upon by the Public Officials of Santa Fe County and Los Alamos County, permitting limited law enforcement activities by Los Alamos County Police Officers within the boundaries of Santa Fe County. This MOU was signed into effect on September 23, 2008.

IV. PROCEDURES

- A. The enforcement powers and duties of Los Alamos County law enforcement officers cross-commissioned by the Santa Fe County Sheriff shall be limited to the enforcement of New Mexico laws related to motor vehicles, except as otherwise provided herein, within the defined “corridor of enforcement.” While performing duties within the corridor of enforcement, officers will abide by the MOU with Santa Fe County. For full procedures refer to the MOU.
- B. Los Alamos County Officers will do the following when enforcing laws within the corridor:
 1. Cite all violators of New Mexico laws related to motor vehicles within the “corridor of enforcement” into the Los Alamos County Magistrate Court pursuant to Section 35-3-6 NMSA 1978.
 2. Officers shall not investigate, cite or arrest offenders alleged to have committed any felony, or involving any fatal motor vehicle crash or motor vehicle crashes involving serious injuries, unless specifically requested by the Santa Fe County Sheriff’s.
 3. Officers performing a law enforcement function within the areas designated, will defer all authority for the scene and the incident to a Sheriff or deputy from Santa Fe upon their request, and will continue to assist as needed.

Approved by:



Dino Sgambellone
Chief of Police

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235.00 Crime Prevention and Community Relations			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.21.01, ADM.22.01		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for members of the Los Alamos County Police Department in promoting crime prevention and relations with members of the community.

II. POLICY

It is the policy of the Los Alamos County Police Department that all its members promote positive and proactive crime prevention measures and relationships with members of the community by educating and assisting them whenever possible concerning effective crime prevention measures. It is essential to both urge and involve citizens, businesses and organizations in the community to participate in taking proactive steps to prevent and reduce crime and thereby contribute to the accomplishment of the Department's Mission as set forth in **General Order 100.00 – Mission Statement** – particularly the [promotion] of an atmosphere of safety and security for our residents and visitors.

Community involvement is essential to the operation of any police department. All avenues must be utilized in promoting the respect and cooperation of the public with the police.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. Goals and Objective

1. To establish and maintain liaison with members of the community, community groups and organizations and to promote crime prevention measures to include:
 - i. Exchanging information, identifying police service needs of the community, promoting police/citizen contacts, acquainting each other with mutual problems; encouraging action aimed at resolving those problems; and evaluating crime prevention measures for effectiveness on a regular basis;
 - ii. Analysis of crime types and locations to be used in establishing liaisons and promoting crime prevention measures and in the developing and delivering of targeted and effective crime prevention programs;
 - iii. Educating and informing citizens about the Department's functions, operations, policies and procedures as well as to receive comments from the community as to how the Department could improve in the delivery of police services;

- iv. Maintaining positive relations with the local media and providing information about criminal activity and safety issues; to inform the public and reduce fear; and preventive measures citizens can take to prevent their becoming victims;
- v. Assisting in the organizing of crime prevention groups in the residential and business community;
- vi. Presenting crime prevention programs to community groups such as the business community, citizen groups, civic organizations, church groups; schools and concerned citizens; and
- vii. Participating in social service and criminal diversion programs to assist citizens.

B. Crime Prevention Programs

1. Crime Prevention programs include, but are not limited to, the following:
 - i. Neighborhood Watch
 - ii. Home and Business Security Surveys
 - iii. Programs on Shoplifting Awareness, Worthless Checks, Fraud, Credit Card Crime, etc.
 - iv. Drug and Alcohol information
 - v. Elementary School programs such as:
 - a. Stranger Danger
 - b. Pedestrian Safety
 - c. Drug and alcohol abuse
 - d. Vandalism
 - e. Bicycle Safety
 - f. Emergencies
 - g. Gun Safety
 - h. Seat Belts
 - i. Personal Character (E.g., self-discipline, respect for authority, stealing, etc.)
 - j. Other programs that may be requested and approved
2. Crime Prevention Programs may be presented by any member of the Department having expertise in the area of concern.
3. The member may also utilize the assistance and expertise of members from the community in the presentation of these programs.
4. Members of the Department should use these crime prevention presentation opportunities to solicit suggestions from the community on ways the Department can improve or increase police services to the community and to identify community problems, fears and concerns. The member making such presentations and receiving information concerning crime(s); suggestions on improving Department services; and information regarding citizen problems, fears and concerns shall submit a written report through the chain of command to the Chief of Police within 72 hours.

C. Community Relations

1. Each employee is encouraged to cultivate the respect and cooperation of the public in the day to day contacts.

2. It is the responsibility of all Department personnel to promote good community relations by recognizing their actions and demeanor in dealing with the general public has a significant effect on the image of the Department.
3. The Department is committed to correcting actions, practices, and attitudes which may contribute to community tensions and grievances.
4. It is the responsibility of all officers of the Department to provide basic crime awareness and prevention information to citizens when answering calls for service or through normal day to day contacts.
5. When a member of the Department makes a presentation to a community organization, that member will submit a brief report to their immediate Supervisor. This report will include, at a minimum, the following:
 - i. Program presentation topic
 - ii. Number of participants
 - iii. Any concerns presented by participants
 - iv. Potential problems, which could have a bearing on law enforcement activities within the community.

Approved by:



Dino Sgambellone
Chief of Police

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236.00 Citizen Surveys			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.21.03		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for conducting Citizen Surveys. Citizen Surveys are a means of obtaining information from the community regarding the level of citizen satisfaction with the services provided by members of the Los Alamos County Police Department and the Department as a whole. Further, these surveys are intended to identify community problems and concerns; areas for service improvement; and opportunities to enhance police/citizen relations.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide the best possible level of service to our citizens and visitors at all times. To accomplish this, members of the Department will consistently conduct themselves in a professional and ethical manner; promptly respond to calls for service; be courteous and helpful; share their knowledge and provide appropriate guidance and information to the public; be fair, objective, and impartial in their actions; provide assistance to members of the public; solve problems and crimes to the best of their ability; seek to apprehend offenders; and promote a sense of security to the community.

III. DEFINITIONS

Citizen Survey – An LAPD or County instrument designed to elicit feedback from the community.

IV. PROCEDURES

- A. Surveys will be conducted through the police department or County. Information obtained from these surveys will be reviewed not less than annually. A summary report will be compiled through the Office of the Deputy Chief for analysis.

Approved by:



Dino Sgambellone
Chief of Police

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237.00 Police Officer Limits of Authority			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.02.01, OPR.12.01, 03		

I. PURPOSE

The purpose of this General Order is to set the limits of Los Alamos County Police Department police officers' authority in compliance with NMSA 3-13-2. **See also, General Order 238.00 – Compliance with Constitutional Rights.**

II. POLICY

It is the policy of the Los Alamos County Police Department to comply with all state laws, regulations and requirements as well as restricting officers' actions to within the scope of lawful limits and requirements.

III. DEFINITIONS

NMSA 3-13-2 – refers to New Mexico Statutes Annotated, Chapter 3, Article 13, Section 2 and states as follows:

ARTICLE 13

CLERK, POLICE OFFICER, MANAGER; DUTIES

3-13-2 Police officers.

A. The police officer of a municipality shall:

- (1) execute and return all writs and process as directed by the municipal judge of the municipality employing the police officer;
- (2) execute and return all criminal process as directed by the municipal judge of any incorporated municipality in the state if the criminal process arises out of a charge of violation of a municipal ordinance prohibiting driving while under the influence of intoxicating liquor or drugs;
- (3) serve criminal writs and process specified in Paragraphs (1) and (2) of this subsection in any part of the county wherein the municipality is situated; and
- (4) within the municipality:
 - (a) suppress all riots, disturbances and breaches of the peace;
 - (b) apprehend all disorderly persons;]
 - (c) pursue and arrest any person fleeing from justice; and
 - (d) apprehend any person in the act of violating the laws of the state or the ordinances of the municipality and bring him before competent authority for examination and trial.

B. In the discharge of his proper duties, a police officer shall have the same powers and be subject to the same responsibilities as sheriffs in similar cases.

IV. PROCEDURES

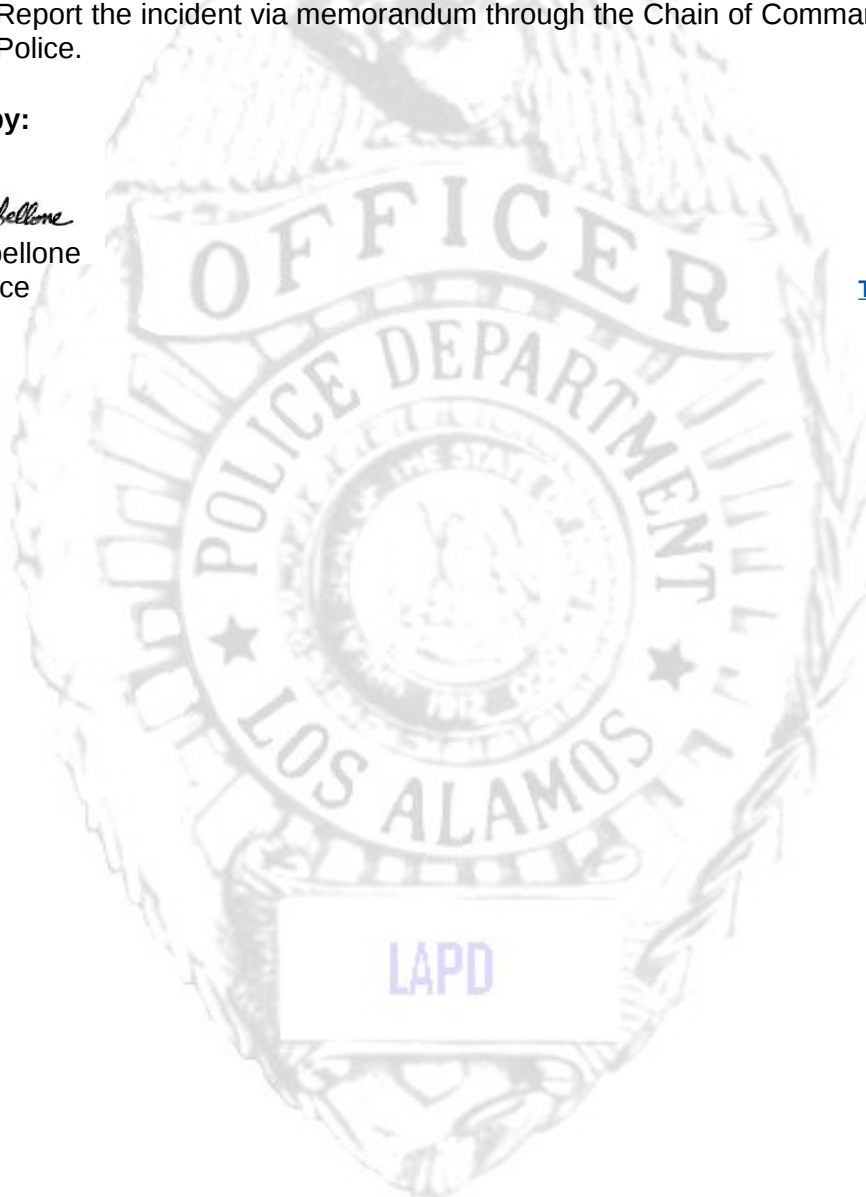
- A. Police officers of the Department shall not exceed the limits of their authority as set forth in NMSA 3-13-2, above.
- B. Police supervisors shall oversee the actions of subordinate personnel and prevent them from exceeding the limits of their statutory authority. In instances where the limits of authority have been, or appear to have been, exceeded, the supervisor shall:
 - 1. Take appropriate and immediate corrective action;
 - 2. Instruct the officer in the limits of his or her authority;
 - 3. Report the incident via memorandum through the Chain of Command to the Chief of Police.

Approved by:



Dino Sgambellone
Chief of Police

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238.00 Compliance with Constitutional Rights			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.02.02 thru ADM.02.06, OPR.12.01, 03		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for ensuring the Constitutional Rights of all persons as to making arrests, conducting interviews and interrogations; the individual's right to legal counsel; the conduct of searches and seizures; stopping and frisking; assistance to the disabled and special needs individuals, and assuring that all constitutional safeguards are provided to non-English speaking and/or hearing impaired persons in a manner that is clearly understood. **See also General Order 237.00 –Police Officer Limits of Authority.**

II. POLICY

It is the policy of the Los Alamos County Police Department to take the utmost care in ensuring the Constitutional Rights of all persons and to fully comply with applicable case law and New Mexico State Laws.

III. DEFINITIONS

ARREST – means to deprive a person of their liberty or freedom by legal authority.

CONSTITUTIONAL RIGHTS – means those rights guaranteed under the United States Constitution and the Bill of Rights. Specifically, as it applies to this General Order, the fourth, fifth and sixth amendments.

CUSTODIAL INTERROGATION – means questioning by law enforcement officers that requires the advisement of constitutional rights.

ELECTRONIC RECORDING – means a complete and authentic electronic recording created by visual or audio media, including by motion picture, videotape, audio tape, or digital media.

IN CUSTODY – means that the individual is not at liberty to leave the custody or control of an officer, the interview room, a detention cell, the jail, or the Police Department. It also applies to the individual's ***belief*** that, even though they are not under arrest or considered in custody by the officer, if ***they believe*** that they are under arrest or in custody and not at liberty to leave.

MIRANDA ADVISEMENT or MIRANDA RIGHTS or MIRANDA WARNING – means the rights of a suspect or defendant, including non-English speaking individuals and persons with special needs, in a criminal case to be clearly advised of his or her right to remain silent; that anything they say can be used against them in a court of law; to consult with an attorney and have him/her present while being questioned; and that if the suspect/arrestee/defendant cannot afford an attorney, one will be appointed before any questioning. (See LAPD Forms 326 A, B and C).

NON-ENGLISH SPEAKING INDIVIDUALS – means and includes all persons who cannot clearly and effectively understand or express themselves either orally and/or in writing using the English language.

SEARCH and SEIZURE – means looking for or seeking out that which is otherwise concealed from view or intentionally hidden and could include an examination of a person's house or other buildings and premises, of the person, his or her vehicle, aircraft, boat, etc., with a view to the discovery of contraband, illicit substances, stolen property, weapons, or other items of guilt to be confiscated by law enforcement personnel and used in the prosecution of a criminal action for a crime which is under investigation and/or to be charged. Merely looking at that which is in plain view is not considered a search.

SPECIAL NEEDS INDIVIDUALS – means and includes all persons with sight, hearing and/or speech impediments, mental disorders, brain injury, illness or any other physical or mental impediment that prohibits them from clearly and effectively understanding or expressing themselves in the English language.

STOP and FRISK – means a situation where police officers are suspicious of an individual can stop them and run their hands lightly over the suspect's outer garments to determine if the person is carrying a concealed weapon. Also called a "pat down" or "threshold inquiry." A "stop and frisk" is intended to stop short of any activity that could be considered a violation of Fourth Amendment Rights.

SUBJECT TO INTERROGATION – means a questioning process designed to elicit an incriminating statement or response.

IV. PROCEDURES

A. Arrests

1. All arrests shall be made pursuant to a lawful arrest warrant issued by a court of competent authority and jurisdiction, or without a warrant in conformance with New Mexico State Law and Section 38-97 of the Los Alamos County Code which states: (Quote)
 - i. To arrest without a warrant, the arresting officer must have probable cause, based on personal investigation which may include information from eyewitnesses, to believe the person arrested has committed a felony crime.
 - ii. Members of the police force may arrest without a warrant any person:
 - a. Present at the scene of a motor vehicle crash;
 - b. Charged with a crime in another jurisdiction, upon receipt of a message giving the name or a reasonably accurate description of the person wanted, the crime alleged, and a statement he is likely to flee the jurisdiction of the state;
 - c. Charged with driving while under the influence of intoxication liquor or drugs;
 - d. Charged with failure to stop in the event of a crash causing death, personal injuries or damage to property;
 - e. Charged with reckless driving;

- f. The arresting officer has good cause to believe has committed a felony;
 - g. Who refuses to give his written promise to appear in court or acknowledge receipt of a warning notice (1961-62 Op. Atty. Gen. No. 61-117);
 - h. Who is charged with driving when their privilege to do so was suspended or revoked pursuant to NMSA 1978, § 66-8-111 or pursuant to a conviction for driving while under the influence of intoxicating liquor or drugs;
 - i. Who is driving when their privilege to do so was suspended or revoked due to violations of failure to appear in a court of law and/or failure to remit a penalty assessment fine.
 - iii. Members of the county police force may not make arrests for traffic violations if not in uniform; however, nothing in this section shall be construed to prohibit the arrest, without a warrant, by a peace officer of any person when probable cause exists to believe that a felony crime has been committed or in non-traffic cases.
 - iv. This section governs all police officers in making arrests without warrant for violations of the New Mexico Motor Vehicle Code, this chapter and other laws relating to motor vehicles, but the procedure prescribed is not exclusive of any other method prescribed by law for the arrest and prosecution of a person violating these laws. (Ord. No. 85-218, §2,1995; Code 1985, §10.15.007). State law reference – Similar provisions, NMSA 1978, §§ 66-8-122, 68-8-125 [and] 66-8-127.
2. All persons arrested shall be taken to the Los Alamos County Detention Center and properly booked and processed in accordance with the General Orders pertaining to the Detention Center.
 3. Alternatives to arrest include the following:
 - i. Where appropriate and permitted by law, officers may issue criminal citations or summonses in lieu of a custodial arrest.
 - ii. In cases involving juveniles, the investigating officer, or designee, will contact the parents of the juvenile as soon as possible and advise them that the juvenile was involved in a non-custodial arrest activity and that they need to respond and take custody of the juvenile. They must also be advised that they will be contacted by the Juvenile Probation and Parole Office for further action.

B. Adults – Interrogations

1. In situations where an individual is neither arrested nor taken into custody they do not need to be advised of their Constitutional Rights. However, the Miranda Warning is required to be administered to a suspect in a crime *before* questioning whenever that suspect is taken into custody or is subjected to a custodial interrogation. Such advisement shall be documented on LAPD Form 326 and maintained in the case file.
2. Whenever a suspect invokes his or her Miranda rights, or even vaguely alludes to the fact that s/he wants to speak with an attorney, all questioning shall immediately cease and the suspect given time to obtain the services of a defense attorney or secure a public defender who must be present before any questioning continues.

3. If at the scene of an investigation into criminal activity it becomes apparent or highly likely the suspect individual committed the criminal act or the officer developed "probable cause to believe" the individual committed a criminal act for which they may be prosecuted, the officer shall immediately stop questioning the individual; advise them of their Miranda Rights as dictated by the U.S. Supreme Court decision (Miranda vs. Arizona); and complete LAPD Form 326 – Miranda Rights Form. The form will be maintained in the case investigation file.
4. New Mexico law places additional guidelines and requirements on custodial interrogations involving felony charges. NMSA 29-1-16 (2005) regarding electronic recordings, where feasible, states:
 - i. A state or local law enforcement officer shall comply when reasonably able to do so with the following procedures when conducting an a custodial interrogation:
 - a. the custodial interrogation shall be electronically recorded in its entirety;
 - b. if conducted in a police station, the custodial interrogation shall be electronically recorded by a method that includes audio or visual or both, if available; and
 - c. the electronic recording shall include the advisement of constitutional rights required by law.
 - ii. A law enforcement officer shall comply with the provisions of this section unless the law enforcement officer has good cause not to electronically record the entire custodial interrogation and makes a contemporaneous written or electronic record of the reasons for not doing so. Good cause includes:
 - a. the electronic recording equipment was not reasonably available;
 - b. the electronic recording equipment failed and obtaining replacement equipment was not feasible;
 - c. the individual refused to be recorded; or
 - d. the statement was made in a court proceeding or a grand jury proceeding.
 - iii. Statements that are spontaneously volunteered and not the result of a custodial interrogation are not subject to the provisions of this section.
5. The provisions of this section shall apply only to custodial interrogations when, at the time of the interrogation, the person is suspected of committing a felony offense.
6. The provisions of this section do not apply to custodial interrogations conducted outside the state of New Mexico.
7. As used in this section:
 - i. "custodial interrogation" means questioning by law enforcement officers that requires the advice of constitutional rights; and
 - ii. "electronic recording" means a complete and authentic electronic recording created by visual or audio media, including motion picture; videotape, audio tape or digital media.

8. This section shall not be construed to exclude otherwise admissible evidence in any judicial proceeding.

C. Juveniles Interrogations

1. In addition to complying with Section A of this General Order (above), the requirements listed in (see) §32A-2-14 NMSA are to be followed; particularly:
 - i. Any child age 13 to 18 who is only in investigatory detention MUST BE ADVISED of the RIGHT TO REMAIN SILENT and that ANY STATEMENT MADE MAY BE USED IN COURT and must waive those rights before questioning.
 - ii. Unlike adults, juveniles in custodial interrogation must have their Miranda Rights EXPLAINED to them, not just read, before questioning.
 - iii. Juveniles must also be advised that they have the right to have a parent, guardian or custodian present during any questioning.
 - iv. A Miranda Rights Form (LAPD form 236A) shall be completed prior to questioning and included in the investigation file.
2. The presence of an adult/guardian/parent who consents to the questioning is advisable but not mandatory, however the officer will confer with the parents/guardians if possible.
3. The interrogation of juveniles shall be limited to no more than two (2) officers being present.
4. The questioning will last no longer than two (2) hours without at least a thirty (30) minute break.
5. Prior to the interrogation beginning the officer must explain the agency and juvenile justice system to the juvenile.

D. Non-English Speaking Individuals

1. Every effort will be made to assure that non-English speaking persons will be communicated with in an effective and professional manner. The following procedures will be followed to assist Department members:
 - i. If the individual involved is speaking Spanish, an on-duty member of the Department who is fluent in Spanish may be called upon to assist.
 - ii. If a Spanish speaking member of the Department is not available or if the individual speaks a different language, the Department member shall utilize the retained services of Language Line (See Section c and d below).
 - iii. If the person is making contact via telephone:
 - a. Place the call on Conference Hold;
 - b. Dial 1-800-871-2497;
 - c. Provide the answering agent with the Account Code 945004;
 - d. Provide the answering agent with the name of the Department and the name of the County;

- e. Advise the answering agent of the language used by the Non-English speaking caller (if known);
 - f. After the agent connects an interpreter to the line, brief the interpreter on what is needed and what you wish to accomplish and provide any instructions;
 - g. Add the Non-English speaker to the line;
 - h. At the completion of the call, thank the Interpreter and say, "End of Call."
- iv. If the Non-English speaking individual is in direct contact with the officer or member of the Department, follow the directions in "c" (above) with the exception of step 1.
 - v. If the contact is taking place in the field or away from a telephone:
 - a. Use a cell phone; or
 - b. Contact the Consolidated Dispatch Center (CDC) and request a phone patch through the radio system.

2. See also General Order 328.00 – Arrest and Detention of Foreign Nationals.

E. Speech and Hearing Impaired Individuals

- 1. Every effort will be made to assure that individuals with speech and /or hearing impairments will be communicated with in an effective and professional manner. The following procedures will be followed:
 - i. attempt to communicate with the individual in writing.
 - ii. contact the Consolidated Dispatch Center (CDC) for assistance from the list of resources regarding Special needs Individuals.
 - iii. attempt to establish communication through the TTY phone system at the Consolidated Dispatch Center.

F. Special Needs Individuals

- 1. Every reasonable effort will made by all members of the Department to assist all persons in need of special assistance. Specifically, NMSA § 28-8-3. Duty of peace officer, which states: (Quote)
 - i. A peace officer shall make a diligent effort to determine whether any disabled person he finds is an epileptic or a diabetic or suffers from some type of illness that would cause the condition. Whenever feasible, this effort shall be made before the person is charged with a crime or taken to a place of detention.
 - ii. In seeking to determine whether a disabled person suffers from an illness, a peace officer shall make a reasonable search for an identifying device and an identification card or the type described in Subsection B of Section 2 [28-8-2 NMSA 1978] of this act and examine them for emergency information. The peace officer may not search for an identifying device or an identification card in a manner or to an extent that would appear to a reasonable person in the circumstances to cause an unreasonable risk of worsening the disabled person's condition.

- iii. A peace officer who finds a disabled person without an identifying device or identification card is not relieved of his duty to that person to make a diligent effort to ascertain the existence of any illness causing the disabled condition.
 - iv. A claim for relief against a peace officer does not arise from his making a reasonable search of the disabled person to locate an identifying device or identification card, even though the person is not wearing an identifying device or identification card. However, nothing found on the disabled person during a search authorized under this act [28-8-1 to 28-8-7 NMSA 1978] shall be admitted into evidence in any court in a criminal proceeding where the disabled person is a defendant if the admission of the product of the search would not be entitled to admission except for the authority to search granted in Subsection C of this section.
 - v. A peace officer who determines or has reason to believe that a disabled person is suffering from an illness causing his condition shall promptly notify the person's physician, if practicable. If the officer is unable to ascertain the physician's identity or to communicate with him, the officer shall make a reasonable effort to cause the disabled person to be transported immediately to a medical practitioner or to a facility where medical treatment is available. If the officer believes it unduly dangerous to move the disabled person, he shall make a reasonable effort to obtain the assistance of a medical practitioner.
2. The Commander of the Consolidated Dispatch Center (CDC) shall annually, in January of every year, conduct a search, review and update any and all resources, persons, groups and networks in Los Alamos County that may be of assistance to the Department or to individuals with special needs. Such list shall be maintained and readily available to all CDC personnel, members of the Department and persons with special needs requesting assistance.

G. Search and Seizure

1. **Searches Without Warrants** – Searches of persons, vehicles and property may be conducted without a search warrant under the following conditions:
 - i. **Consent** – given knowingly, intelligently and voluntarily by a person who has actual control over the place or item to be searched. (See LAPD Form 314).
 - ii. **Inventory** – a search of a vehicle or premises for administrative and not criminal purposes.
 - iii. **Incident to Arrest** – includes *only* the area immediately accessible to the arrestee at the time of the arrest.
 - iv. **Exigent Circumstances** – when probable cause exists.
 - v. **Plain View** – when there is probable cause to believe the object to be seized constitutes evidence of a crime and you are in a place you are legally entitled to without intrusion into an area or place of privacy to make the seizure.
 - vi. **Abandoned Property** – see “Inventory” above in this section.

- vii. During a “**Terry Frisk**” for weapons when there is reasonable suspicion that the person is armed and a search is limited to search for weapons.
2. **Searches With Warrants** – The following steps must be followed regarding Search Warrants:
- i. Affidavits for search warrants for felony crimes must have the approval of the District Attorney's Office before being submitted to a judge. Information in the affidavit must be timely and specific to the place to be searched and the items to be seized.
 - ii. A Magistrate Judge's signature may be secured on the search warrant for a search within the magistrate's jurisdiction.
 - iii. A search warrant signed by a District Court Judge is preferable where possible due to the fact that a District Court Judge is an attorney and therefore has higher status and strength in a court of law. Cases that may be prosecuted in Federal Court mandate at a minimum, a District Court warrant is obtained since State Magistrate Court authority is not recognized at the Federal level. Warrants signed by a District Court Judge may be served anywhere within the State of New Mexico.
 - iv. Search warrants can only be served between the hours of 6:00 am and 10:00 pm unless a special nighttime search is granted by the judge.
 - v. Search warrants must be served within ten days of issue.
 - vi. The return and inventory along with the warrant must be returned to the court for filing within three days of its execution.

Approved by:



Dino Sgambellone
Chief of Police

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239.00 Bias-Based Profiling - Prohibited			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.01.10		

I. PURPOSE

The purpose of this General Order is set guidelines for all members of the Los Alamos County Police Department as it relates to profiling and interacting with others, either in an enforcement mode or in routine official contacts.

Members of the Los Alamos County Police Department are required to serve the public without bias towards anyone – regardless of their age, sex, color, ethnicity, national origin, veteran status, political affiliation, sexual preference, physical disabilities, religion or other belief system.

II. POLICY

It is the policy of the Los Alamos County Police Department that members shall, without exception, treat all persons with professionalism, dignity and respect regardless of their age, sex, color, ethnicity, national origin, language or accent, veteran status, political affiliation, sexual preference, physical disabilities, religion or other belief system. Nothing in this policy is meant to deter officers from taking appropriate enforcement action or conveying a strong deterrent message to actual or potential violators of the law that such actions are likely to result in police contact. Officers are expected to patrol in a proactive manner, to aggressively investigate suspicious persons, circumstances, crimes and unusual activities, and take appropriate enforcement or other actions. The treatment, assistance, and enforcement actions taken by members of the Department shall be based solely upon an individual's behavior or actions. Individuals will only be stopped or detained when there exists reasonable suspicion to believe they have committed, are committing, or are about to commit a violation of the law.

Members of the Los Alamos County Police Department found to be involved in bias profiling will be subject to disciplinary action up to and including termination.

III. DEFINITIONS

BIAS – means an attitude resulting in actions either for or against an individual or group of individuals based on differences from one's own beliefs or characteristics such as age, sex, color, ethnicity, national origin, language or accent, veteran status, political affiliation, sexual preference, physical disabilities, religion or other belief system.

BIAS-BASED PROFILING – The interdiction, detention, arrest or other nonconsensual treatment of an individual because of a characteristic or status, such as race, ethnicity, color, national origin, language, gender, gender identity, sexual orientation, political affiliation, religion, physical or mental disability or serious medical condition, or economic status.

REASONABLE SUSPICION – means that an officer must have a specific and articulable basis in fact for suspecting illegal activity or circumstances has occurred, is occurring, or is about to occur. Such actions must be reasonable when viewed objectively in the light of the circumstances, and the scope and character of the actions must be reasonably related to the actions and behaviors.

IV. PROCEDURES

1. Members of the Department will treat all individuals with professionalism, dignity and respect at all times. They shall neither engage nor participate in any actions as defined in ***bias-based profiling*** (See Section III -- **DEFINITIONS**, above) or that is contrary to the intent of this General Order.
2. Supervisors will review this General Order with all of their subordinates at least once a year and forward documentation of such review, to include the date and time of such review and the names of personnel present to the Commander of the Staff Services Bureau for inclusion in each member's training file. This will be in adherence the Prohibition of Profiling Practices Act NMSA 1978 § 29-21-1-4 et seq.
3. Supervisors who become aware of violations of this General order will take immediate corrective action, document the violation and forward it through the chain of command to the Chief of Police for action as s/he may deem appropriate. Such action may include training for individual members or the entire Department or disciplinary action up to and including termination.
 - i. The Chief of Police or his designee will submit a redacted copy of all complaints and a description of their disposition to the New Mexico Attorney General. The documents submitted to the Attorney General shall disclose the nature and disposition of the complaint but shall not disclose personal identifying information of a law enforcement officer or complainant.
4. All complaints in regards to the violation of this policy, will be investigated regardless of whether they are oral or in writing, anonymous or made by 3rd parties.
 - i. Violations of this General Order, including any citizen complaints or concerns, will be reviewed by the Bureau Commander and the Chief of Police within 30-days of notification.
 - ii. The Department will provide complaint forms and personnel will make them available to the public in compliance with **General Order 108.00**.

Approved by:



Dino Sgambellone
Chief of Police

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240.00 Search and Rescue Operations			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.06.05		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for Search and Rescue Operations in Los Alamos County.

II. POLICY

It is the policy of the Los Alamos County Police Department to place high value on human life and to expeditiously respond to situations involving the search and rescue for missing, lost, trapped, and injured persons within the County and provide all possible assistance to affect their rescue.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

1. Upon notification that an individual(s) is lost, trapped, missing and/or injured in the County, the Department member receiving such information shall immediately advise the on-duty patrol supervisor of the situation.
2. The on-duty patrol supervisor shall immediately initiate search and rescue operations if the individual is believed to be in, or immediately adjacent to, a residential area. The Department's ATVs may be deployed in the search and rescue operation at the discretion of the on-duty patrol supervisor if the individual is believed to be in a non-residential area.
3. If the individual is believed to be in a remote area of the County and not immediately located, the on-duty patrol supervisor shall initiate notification of the situation up the chain of command to the Chief of Police or his or her designee.
4. At the discretion of the Chief of Police, or designee, the New Mexico State Police Search and Rescue (SAR) Team in Santa Fe shall be contacted at 505-827-9228, or through their communications center, and their assistance requested. **(NOTE: The State Legislature has charged the New Mexico State Police with Search and Rescue responsibility).**
5. The senior command officer on the scene will establish a Command Post and continue search and rescue operations until the arrival of the NM State Police SAR Team.

6. The on-duty commander will brief the SAR Team Leader on the situation and actions taken. The on-duty commander will assist and coordinate search and rescue operations with the SAR Team.
7. As needed or appropriate, County resources, such as Fire and EMS personnel and equipment, will respond and assist as needed.
8. Upon the completion of a search and rescue operation, the Chief of Police shall direct that either a debriefing be held or an After Action Report be prepared for an administrative review.

Approved by:



Dino Sgambellone
Chief of Police

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241.00 Liaison with Other Agencies			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.15.01 – 15.03		

I. PURPOSE

The purpose of this General Order is to provide the Los Alamos County Police Department with guidelines concerning working relationships with other agencies.

II. POLICY

It is the policy of the Los Alamos County Police Department to establish and maintain a positive working relationship with other agencies. The guidelines set out herein should assist employees in maintaining open communication and cooperation with other agencies not only within the Criminal Justice System, but in the realm of social services.

III. RESPONSIBILITIES

1. All employees of the Department are reminded that they work for the public and they are responsible to protect and serve in all areas of public safety.
2. Employees often encounter people who are in need of services from one or more of the local social service agencies. Although these problems may not be of a criminal nature, employees are obligated to make every effort to determine the needs of the individual and assist in obtaining help.
3. Because all criminal justice and social service agencies must work together, each employee is responsible for acting in a courteous and professional manner when in contact with other criminal justice, correctional and social service agencies.

IV. REFERRALS

1. Department employees, in the course of performing their duties, often encounter people in need of a type of help best provided by another criminal justice agency or a social service agency.
2. All officers are expected to be familiar with the application of New Mexico State Law as it applies to problems arising within the community. In dealing with problems presented to the officer, the determination of whether the problem is of a criminal nature or of a social or civil nature is made by the officer.
3. Referrals to other agencies should be based upon specific criteria:
 - i. Nature of the problem;
 - ii. Type of help or remedy required;
4. Identification of the agency best suited to provide the necessary remedy.

5. Juvenile problems should normally be referred to and handled by either Children, Youth and Families, the Juvenile Probation and Parole Office, or the Department of Human Services.
6. Adult criminal nature problems should be handled through either the District Attorney's Office, Magistrate Court or Municipal Court. The determination which office is to be referred to should be based on the type and degree of the crime.
7. Problems which are determined to be of a civil nature should be referred to either the Los Alamos County Sheriff's Office or Magistrate Court.
8. Issues which could be deemed a social problem should be referred to a variety of services and resources which are available in or near Los Alamos County. Employees should maintain a working knowledge of the available services and resources in order to expedite the referral process. Agencies can include: Red Cross, Salvation Army, Local Churches, Domestic Violence Shelters, etc.
9. At times, a situation may require an officer to transport individuals to a social service agency, arrange for transportation or arrange for a representative of the agency to come to their location. In these situations, employees should cooperate fully with all social service agencies, if possible.
10. The Los Alamos Police Department will also have situations which may require officers to make referrals to other law enforcement and fire rescue agencies, Adult Probation and Parole, Juvenile Probation and Parole, Human Services, local emergency medical care and any other agency deemed necessary to accomplish the situation at hand.

Approved by:



Dino Sgambellone
Chief of Police

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242.00 Courtroom/Courthouse Security			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.11.01 thru 11.06		

I. PURPOSE

The purpose of this General Orders is to establish guidelines for handling security at the Municipal, Magistrate and District Courts.

II. POLICY

It is the Policy of the Los Alamos County Police Department to assist the local courts in courtroom security. There are no assigned Department officers to any of the local courts and we will assist on an "as needed" basis.

III. PROCEDURES

- A. Courthouse security falls under the control of the courts. The Los Alamos Police Department will assist the courts with physical plans, security operations, special operation's needs, high risk trial and emergency procedures for fire/bomb and escape on an as needed bases at the request of the courts. The Department will assist the courts with manpower and equipment needs with the approval of the Chief of Police.
- B. There are no officers of the Los Alamos Police Department permanently assigned to court security duties.
 1. When requested by the courts, the on duty shift commander shall assign an officer court security duties.
 - i. Court Security duties will include;
 - a. Searching the courtrooms for contraband, weapons or any other unusual items both before and after the Court hearing.
 - b. At the discretion of the Judge, or at the discretion of the bailiff, inspect and search persons and personal effects entering the courtroom for weapons or recording equipment.
 - c. Remain physically present in the Courtroom or in close proximity within the court building to respond to any disturbance.
 2. Several duress alarms are provided at various locations within the Courts building. Officers will respond immediately to any activated alarm.
 3. Video cameras are installed at various locations throughout the court building including the court rooms and prisoner holding cells. Camera images are monitored by personnel in the Detention Center Control Room who are responsible for notifying Dispatch when a disturbance is observed.

- C. Inmates will be escorted from the detention center to the Court building in a safe and secure manner and in compliance with General Order 319.00 Inmate Prisoner Transport.
1. The Detention Shift Supervisor will assign a Detention Officer(s) to escort Court scheduled inmates to assigned courts.
 2. Detention Officer(s) will instruct the inmate(s) not to talk or gesture to anyone in the public seating area of the Courtroom and if they do, they may be removed from the Courtroom.
 3. The Detention Officer will use either of the holding cells located on the First floor of the Court building to hold an inmate if he or she feels that there might be a security threat. Holding cells will be searched both prior to and after use.
 4. The Detention Officer will use the holding cells if court is delayed, recessed or if there are multiple inmates for different court hearings.
 5. While in use, the holding cells will be monitored by Master Control in the Detention Center.
 6. Inmates will be escorted individually from the holding cells into the Magistrate/District Courtroom by using the elevator and coming into the north side of the courtroom.
 7. Inmates will be seated at the defendants table near the north exit door of the courtroom.
 8. After court proceedings are terminated, inmates will be escorted back to the Detention Center in the same manner.

Approved by:



Dino Sgambellone
Chief of Police

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243.00 Victim and Witness Services			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.24.01 thru ADM.24.04		

I. PURPOSE

The purpose of this General Order is to assure victims and witnesses receive support and fair treatment. We must ensure that they receive professional and courteous assistance as needed.

II. POLICY

It is the Policy of the Los Alamos County Police Department to protect victim's rights and assist victims and witnesses of a crime.

II. PROCEDURES

A. Department Responsibility

1. The Department shall have on hand a listing of available services in Los Alamos County which may meet the needs of victims/witnesses with whom we come into contact.
2. It is the responsibility of the Field Training Program Manager to ensure that newly hired employees receive training to include the specific rights of victims, as well as our response to them.
3. Additional, on-going training shall be provided to first responders. This training may cover existing laws with annual updates and information.
4. It will be the responsibility of the assigned officer to re-contact the victim/witnesses (as defined in the Victims of Crime Act) to schedule line-ups and interviews at the convenience of the victim/witness when applicable.
5. It will also be the responsibility of the assigned officer to determine whether any property taken is needed for evidentiary purposes so that it may be returned to the victim/witness as soon as practical (except for contraband, disputed property, and weapons used in the course of the crime.)
6. In the event an arrest is made in a case (as defined in the Victims of Crime Act), the assigned officer will be responsible for contacting the victim to notify them an arrest has been made.
7. The Department realizes that a victim's willingness to cooperate may be thwarted by threats and intimidation. The Department will provide appropriate assistance based on available resources to victims/witnesses whom have been threatened or intimidated, including filing of additional charges, if applicable, against the offending party.

B. Victim and Witness Information

1. As part of a preliminary investigation, members of the Department will provide information regarding applicable services (medical and legal services etc.) and advising the victim on the procedure to follow if they are threatened or intimidated.
2. The officer is required to provide victims/witnesses with the business card which contains officer's name, call number and follow-up phone numbers.
3. The officer will provide victims/witnesses information on obtaining emergency protective orders if necessary. The emergency protective order is valid for 72 hours the officer must obtain a written statement from victim and prepare a police report before contacting the Judge. The officer will contact the District Court Judge or his or her Administrative Assistance. Both the officer and the victim will be required under oath to disclose information in both the police report and the victim's statement. At this time District Court Judge will make a ruling as to whether the emergency protective order is issued. The emergency protective order is designed to protect human life. When legal assistance is appropriate contact the District Judge, 1st Judicial District Court or Domestic Relations Hearing Officer at public service number (505) 455-8250.
4. Officer's who are responding to victims/witnesses will make arrangements for victims/witnesses to go to safe places and/or medical facilities.

C. Police Victim Assistance

1. Safety and Security
 - i. Officers are responsible for security of the crime or incident scene to protect lives and ensure safety.
 - ii. Officers shall render emergency aid to individuals who have suffered physical injuries, and shall, as soon as possible, summon any necessary medical assistance.
 - iii. Where physical injuries are not apparent, victims shall be asked if they are injured and whether medical attention is required.
 - iv. In order to reduce fright and promote victim communication, victim should be informed as soon as appropriate that they are no longer in immediate danger.
 - v. Recognizing that victims often suffer physical and/or emotional shock, officers shall assist them in making decisions and keep them informed of law enforcement actions and requirements.
 - vi. Whenever possible, law enforcement officers should not leave a distraught victim alone. Arrangements should be made to have a relative, friend, or family or departmental clergyman join the victim for emotional support and comfort, or arrange for transportation of the victim to a friend, family member or other appropriate service provider.

D. Providing Emotional Support

1. In order to calm and assist the victim in regaining composure, officers and communications shall:
 - i. Allow the victim a reasonable period of time in which to express feelings and emotions while describing what happened during the incident.
 - ii. Express empathy for the victim and recognition and understanding for emotional reactions.
 - iii. Provide reassurance that the victim's feelings are normal and understandable.
 - iv. Not be overtly judgmental of the victim's feelings and emotions or the apparent lack thereof, or of victim judgments or actions related to the incident.
 - v. Help redirect any self-blame and responsibility for the criminal act from the victim to the perpetrator; and
 - vi. Emphasize your commitment and that of the department to assist and work with the victim.
 - vii. Assist the victim in reaching any form of emotional assistance through community programs (i.e. Community against violence advocate, Crimes against Victims through the District Attorney's Office)

E. Information and Referral

1. Before leaving the scene, it is important that officers take the steps necessary to meet victim's needs for support and information. These include:
 - i. providing the case number, if applicable, and a brief overview of what actions will be taken shortly thereafter, and answering such questions as, "Will a criminal investigator contact the victim?", "Will evidence technicians be used at the scene?", "Will lineups or show ups be held?", and "What other law enforcement actions will be taken?";
 - ii. providing information on victim service agencies available in the community; and
 - iii. leaving names and telephone numbers where the victim can reach the officer or the criminal investigator at the department, and encouraging the victim to use the number to report additional information about the incident or to request information or assistance.
 - iv. In all instances when an officer takes a report for the following crimes, the victim's information packet shall be provided to the victim which will contain information for the victim necessary to comply with New Mexico State Statute 31-26-8 NMSSA.
 - a. Stalking
 - b. Aggravated stalking
 - c. Aggravated Assault on household member
 - d. Assault on household member
 - e. Aggravated Battery on household member
 - f. Battery on household member
 - g. Aggravated Assault
 - h. Aggravated Battery
 - i. CSP
 - j. CSC of Minor

- k. Kidnapping
- l. Negligent arson result in death
- m. Aggravated Arson
- n. Dangerous use of explosives
- o. Negligent use of deadly weapon
- p. Murder
- q. Voluntary Manslaughter
- r. Involuntary Manslaughter
- s. Armed Robbery
- t. Homicide by vehicle
- u. Great bodily injury by vehicle

F. Follow-up

1. Lack of information about case status is one of the greatest sources of dissatisfaction among victims of crime and victims' survivors. Therefore, officers assigned to criminal investigations shall make routine victim call-backs in order to determine whether the victim has new information concerning the case, to ascertain whether the victim is in need of assistance from outside sources or the department, and to relay information relating to such matters as
2. the status of stolen, recovered or removed property; (returning if feasible)
3. the arrest and detention of suspects, and their pretrial release status;
4. the victim's possible eligibility for victim compensation;
5. court restraining orders;
6. court proceedings and schedules; and
7. the operations of the department and the criminal justice system.

IV. DEATH/INJURY TO A MEMBER OF THE DEPARTMENT

- A. The Los Alamos Police Department believes it is their responsibility to provide liaison assistance to the immediate survivors of a member who dies in the line-of-duty, whether feloniously or accidentally, while an active member of the department and to family members of those who are injured while in the line-of-duty. This includes prompt notification, the clarification and comprehensive study of survivor benefits, and to provide tangible and intangible emotional support during this traumatic period of re-adjustment for the surviving family.

B. Notification

1. The name of the deceased or injured officer shall not be released to the media before immediate survivors living in the area are notified.
2. Notification shall be made in person by the Chief of Police or his designee along with a police chaplain or other clergy member.
3. The survivors should then be transported via police vehicle to the hospital.

4. If young children are known to live at home, arrangements should be made for their care by the informing officer.
5. A ranking officer should be present the entire time the family is at the hospital.

C. Data Sheets

1. In order to assist members of this department with notifications, each member will complete a new Data Sheet in conjunction with their Performance Evaluation.
2. This form allows officers to provide information which may be essential in the event of a line-of-duty death or serious injury.
3. The form will be reviewed by the officer in conjunction with the Annual Performance Evaluation and any revisions made. It may be updated at any other time as deemed necessary by the officer.
4. If an officer leaves the employment of the Department, the form shall be returned to them at their request.

D. Liaison

1. At the earliest possible time, the Chief of Police or his designee, of the deceased member shall appoint a liaison from the department.
2. The liaison is not a decision-making position, but a facilitator between the family and the Department.
3. This liaison's responsibilities will include the following:
 - i. ensure that the needs of the family come before the wishes of the department;
 - ii. the needs of the family are met;
 - iii. assist with handling funeral arrangements and any available benefits;
 - iv. be provided with updates regarding any investigations to provide information to the family and be available to the family throughout this time. This information shall be provided prior to any press releases.
4. The liaison is responsible for keeping the family informed of all new developments if a criminal investigation surrounds the death, prior to any news release.

E. Debriefing

1. A Critical Incident Debriefing shall be held after the death.
2. One debriefing will be held for those individuals who may have been directly involved in the incident.
3. A second debriefing shall be held for those members of the department who wish to participate.

F. Media Relations

1. Under no circumstances should the family be placed in the position of responding to questions from the media.
2. Questions from the media will be handled by the Department's Public Information Officer or the Chiefs designee.
3. In the event that the family should decide to accept an interview, the Public Information Officer or the Chiefs designee should attend and 'screen' all questions presented to the family so as to not jeopardize upcoming legal proceedings.

Approved by:



Dino Sgambellone
Chief of Police

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245.00 Chaplains			
Effective Date:	January 1, 2015	Rescinds: Amends:	All prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish the duties, responsibilities and procedures governing the appointment, direction and control of the Chaplains Program for the Department.

II. POLICY

It is the policy of the Department to offer Chaplain Services to both members of the Department and the community through the Department's Chaplain Program.

III. DEFINITIONS

Chaplain – means a member of the clergy qualified by the requirements and procedures of this General Order.

Chaplain Director – means a member of the clergy of Los Alamos County appointed by the Chief of Police to oversee the Chaplain program. The Chaplain Director shall be a fully qualified Chaplain and as such be available to perform any or all of the duties of a Department Chaplain.

Chaplain Associate – means a person in the process of applying for a position as a Department Chaplain, undergoing Chaplain training, and/or approved by the Chaplain Director and the Chief of Police to participate in the Chaplain Program as long as they are under the direct supervision of a Department Chaplain.

IV. PROCEDURES

- A. **QUALIFICATIONS** - A Chaplain is considered qualified for membership in the Department's Chaplain program provided the following conditions are met and maintained.

1. Must be at least twenty-one (21) years of age
2. Possess a valid New Mexico driver's license.

3. Must be free of any criminal history involving any felony convictions or crimes of moral turpitude. Must submit to a Background Investigation by the Department.
4. Displays a caring attitude towards all members of the Department regardless of religious background and preference.
5. The Chaplain is a member of a nationally or internationally recognized Chaplaincy program such as the International Fellowship of Chaplains or other such organization and adheres to their standards.
6. The Chaplain is trained and willing to respond to the spiritual, emotional and social needs typically encountered by members of the Department and the community in times of personal or community turmoil to include grief, stress, and trauma.
7. Must be willing to undergo Department training and instruction in areas that relate to the roles and functions of a Chaplain as determined by the Chaplain Director and the Chief of Police. Such training shall include, but is not limited to the following:
 - i. radio procedures
 - ii. jurisdictional boundaries
 - iii. department organization and structure
 - iv. department Policies and Procedures
 - v. critical Incident Stress Management
 - vi. achieves and maintains a passing grade or certification in all mandatory training or classes.
8. Must maintain compliance with the Department's Policies and Procedures and not exceed the limits of the Chaplain program as established by the Chaplain Director and the Chief of Police.

B. SELECTION PROCESS

1. Any person desiring to become a Department Chaplain shall complete and submit a Chaplain Application form to the Chaplain Director with all required certifications and licenses.
2. Pass an interview with the Chaplain Director prior to active participation in the Chaplain program.
3. Submit all required documentation and pass a Background Investigation conducted by the Department to include all relevant training certificates, diplomas and college degrees with transcripts.
4. Provide a completed Volunteer Application form and submit to it to the Chaplain Director for filing with the County's Risk Manager's Office through the Police Operations Commander.
5. Appointment by the Chief of Police.

C. ORGANIZATION

1. The Chief of Police or his or her designee shall appoint a Chaplain Director and approve all appointments to the Department's Chaplain Program. The Chaplain Program shall be directed by the Chaplain Director and may be staffed by as many Chaplains as necessary to meet the needs of the Department and the community. The Chaplain Director shall report to the Police Operation's Commander, and or his or her designee, and is responsible for all matters related to the operation of the Chaplain Program.

D. RESPONSIBILITIES OF THE CHAPLAIN DIRECTOR

1. The administrative duties of the Chaplain Director shall include the planning, organizing and directing of all activities of the Chaplain Program.
2. The Chaplain Director shall be responsible for administrative matters relating to:
 - i. Chaplain recruitment
 - ii. Chaplain application process
 - iii. Chaplain training, to include initial and in-service training
 - iv. Securing copies of all training and other certifications for inclusion in the Department's training files.
 - v. services and scheduling assignments
 - vi. Keeping the Chaplains abreast of policies, procedures and activities concerning the Chaplain Program and the Department.
 - vii. Coordinating the dispatch of Chaplains when requested through the Consolidated Dispatch Center or other competent authority.
 - viii. Assisting in Chaplain related needs, special problems and issues when requested by members of the Department.
3. The Chaplain Director shall submit reports on the activities of the Chaplains' Program as required by the Police Operations Commander.
4. Render assistance to the Chaplains as it relates to the Chaplain Program.

E. RESPONSIBILITIES OF CHAPLAINS

1. Chaplains shall at all times maintain and display high moral standards and treat all persons with dignity and respect and not discriminate in any way regardless of a person's race, ethnicity, heritage, religion, age, sex, sexual preference, disabilities or group membership.
2. Chaplains shall comply with Department policies and procedures.
3. Chaplains will actively participate in the Program and be committed to its principles and standards.

4. Chaplains will provide all appropriate services to members of the Department throughout the County as requested.
5. Chaplains will try to be available, upon request, 24-hours a day, 7-days- a-week, 365-days a year.
6. Chaplains shall make every reasonable effort to attend Chaplain Meetings and training sessions.
7. Chaplains will participate in the Department's Ride-Along program in compliance with the requirements of that program.
8. Chaplains shall assist members of the Department, when so asked, in matters where their expertise will be of assistance.
9. Chaplains shall not promote any particular religion over another nor denigrate any other religion or person for their religious beliefs, or lack thereof.
10. Chaplains will ascertain from those needing pastoral help whether they have a religious preference or affiliation; and if so, they shall contact the appropriate clergy if so desired by the person in need.
11. When requested by, and with the consent of, the individual(s) in need, the Chaplain shall seek to bring comfort, consolation and assistance to persons involved in critical incidents, accidents, natural or man-made catastrophes and/or individuals confronted with death or the death of a loved one.
12. When requested, the Chaplain may give emotional and spiritual care and support to persons for such things as family issues, attempted suicide, desertion, runaways, lost persons, and substance abuse cases.
13. Chaplains will seek to establish and maintain an atmosphere of calm and stability in the midst of situations charged with stress and emotions.
14. All Chaplains will report to the Chaplain Director as required.
15. When approved by the Chaplain Director and the Police Operations Commander, the Chaplain may represent the Department and perform services for other agencies within or outside of the County.
16. Chaplains should make regular visits to the Police Headquarters and the Consolidated Dispatch Center to become acquainted with Department personnel. These visits shall be documented and submitted to the Chaplain Director no less than once a month.

17. When on-duty, or called to duty (time permitting), Chaplains shall be properly attired in the Department authorized uniform or not less than appropriate clerical garb and always present a professional appearance and demeanor.
18. Chaplains will be issued a uniform as determined by the Chief of Police, to include a badge and official identification card.
19. Chaplains shall only use and display their Department badge and identification when performing official duties for the Department.
20. Chaplains will at all times present themselves in a courteous and respectful manner becoming of a Chaplain and representative of the Department.
21. Unless sworn in as a regular or reserve police officer of this Department, Chaplains are not considered as law enforcement officers. They possess no police powers or authority other than that of a private citizen. They shall not carry any firearms or weapons while on duty.

F. CHAPLAIN SERVICES

1. Chaplains, when requested, may offer emotional and spiritual comfort and care to members of the Department and their families concerning family, social, moral, employment or personal affairs. The Chaplain's counsel will be restricted to areas within their expertise and ability. They shall refer the individual(s) in need of other services and advise to the appropriate professional service.
2. Chaplains may visit any Department member who has been hospitalized or otherwise confined. They may also visit a member's relative when so requested. During such visit(s), the Chaplain may offer pastoral care and support and endeavor to be of service to the member or member's family while they are in need.
3. Assist in making death and serious injury notifications to members of the Department and the community, as requested.
4. Provide assistance to members of the Department and other victims as appropriate.
5. Serve as a liaison between the Department and victims and/or victim's families in time of disaster or emergency.
6. Chaplains who have had training may be asked to officiate at funerals of Department members and/or their families.
7. Chaplains may be asked to give an invocation or benediction for Department meetings and functions such as dinners, ceremonies and graduations.
8. Chaplains may be invited to represent the Department and speak at various community, organizational, ministerial or church meetings.

9. Chaplains will serve as a liaison between the Department and the religious community and the community as a whole when appropriate and so requested or assigned.
10. Ordained chaplains who have had training may be asked to officiate at weddings of Department members and/or their families.

G. OFFICER/CHAPLAIN RELATIONSHIPS

1. Chaplains shall in no way interfere with the duties of a Department member.
2. The relationship between the Chaplain and a Department member shall at all times be on a professional basis unless the Department member indicates otherwise and is seeking the advice and counsel of the Chaplain for personal reasons. Any member of the Department is free to seek the professional assistance of a department Chaplain or personal or family problems or issues.
3. Chaplains shall not proselytize to members of the Department or provide their services to members in the presence of others who may take offense. They shall limit their activities to providing general Chaplain Services.
4. Chaplains shall never criticize a member of the Department in public or tell them how to perform their official duties. If a Chaplain believes a member's conduct was inappropriate, wrong or unprofessional, they may privately confer with the member and/or, if they believe it necessary, report it to the member's immediate supervisor and/or the Chaplain Director.

H. CONFIDENTIALITY OF INFORMATION

1. All official information of the Department shall be considered a CONFIDENTIAL. Chaplains shall not disclose or release any information on any police investigation, activity or planned operation. All information coming to the attention of a Chaplain in the course of their duties shall be held in the strictest confidence.
2. When performing pastoral counseling duties, the communications between the Chaplain and the individual(s) being cared for are privileged. The Chaplain cannot be compelled to disclose the content of such communications. Confidentiality of Chaplain Services is a matter of extreme importance to the Chaplains and the administration of the Department. There shall be no required Departmental reporting which in any way could reveal the identity of the member or the nature of any spiritual or emotional care provided.
3. All information communicated confidentially to a Chaplain in his or her role as a Chaplain, will be recognized as privileged communication except when:
 - i. Any communication made in the presence of, or can be heard by, a third party is not considered confidential or privileged and all persons involved in the situation shall be so informed and advised.

- ii. Revelations of plans or proposed plans and/or actions that involve the threat to the life or welfare of another person are not considered as confidential or privileged and shall immediately be reported to the proper authorities.
- 4. Chaplains shall not, except for purposes directly related to their Department duties, solicit, disclose, or make use of any information, names, or circumstances concerning cases or persons involved with the Department.
- 5. Requests for reports or confidential information will be submitted to the Chaplain Director in writing, through the chain of command beginning with the appropriate Department Commander.

Approved by:



Dino Sgambellone
Chief of Police

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246.00 Uniforms and Equipment			
Effective Date:	January 1, 2015	Rescinds: Amends:	
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.01.05, PER.03.04		

I. PURPOSE

The purpose of this General Order is to establish uniform, equipment and appearance standards for members of the Los Alamos County Police Department.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide the necessary uniforms and equipment to personnel to enhance safety and present a professional appearance. Designated uniforms will be issued to all Police Officers, Detention Officers, Public Safety Aides, Consolidated Dispatch Center (CDC) personnel and Records personnel.

III. PROCEDURES

A. General

1. All uniforms and equipment, as well as all changes thereto, shall be approved by the Chief of Police or his or her designee prior to being worn.
2. All officers will make sure their uniforms and equipment adhere to the procedures found within the Uniform Manual.
3. Members of the Department are required to maintain their uniforms in clean, neat and presentable condition at all times. Members of the operations and detention Bureaus who are required to maintain a uniform are paid a uniform allowance for the purpose of replacing worn uniform items. The uniform allowance is normally paid in July or as otherwise directed by the Chief of Police. Detective or plain clothes officers are issued a clothing allowance in the amount and time frame as all other officers.

Supervisors shall routinely inspect members assigned to their unit, or team to assure compliance with the Uniform Manual and take corrective steps when necessary

Approved by:



Dino Sgambellone
Chief of Police

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301.00 Detention Organization and Staffing			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish the organizational chain of command rank structure and staffing levels for employees working in the Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department that each employee of the Detention Center will perform the duties as required by their respective job descriptions and adhere to the chain of command described herein. It is also the policy of the Los Alamos County Police Department to maintain adequate staffing levels to ensure the safety of both inmates and Detention Officers.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. General

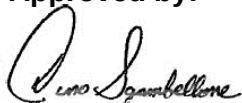
1. The Detention Center is a Section of the Los Alamos Police Department. The Chief of Police is responsible for all of the functions of the Detention Center.
2. The Detention Center is commanded by a Detention Administrator who reports to the Deputy Chief of Police.
3. The Detention Administrator is responsible for the administration and operation of the Center and the supervision of all Detention Officers. During times when the Detention Administrator is not available, the Department Watch Commander is the individual responsible for overall management of the Department, including the Detention Center and the Consolidated Dispatch Center.
4. Shift Supervisor, or Detention Sergeant, is a competitive position and reports directly to the Detention Administrator. The Shift Supervisor on duty will assume the day-to-day supervisory responsibilities for the Detention Officers on duty and the Center at the Direction of the Administrator. Shift Supervisors are responsible for the admission, processing, records, security, and care of all persons in the Detention Center. This position also requires training and general supervision of Detention Officers I and II as well as the supervision of all persons housed in the Center. This position is responsible for creation and implementation of inmate programs that may assist in the adjustment of inmates to the outside community upon release.

5. Detention Officer II, or Corporal, is a non-competitive position that reports to the Shift Supervisor. Senior Detention Officer IIs are responsible for the admission, processing, records, security, and the care of all persons within the Detention Center. This position may be assigned on a temporary basis to supervise Detention Officer I's and Detention Officer IIs as well as the supervision of all persons housed in the Center. This position is responsible for the creation and implementation of inmate programs that may assist the inmate in the adjustment to the outside community upon release.
6. Detention Officer I is the entry level rank and reports to the Shift Supervisor on duty. In the absence of a Shift Supervisor or Detention Officer II, the Detention Officer I works at the direction of the most senior Detention Officer on duty. This position is responsible for the admission, processing, records, security, and care of all persons within the Center.

B. STAFFING

1. The Detention Center will maintain a minimum staff consisting of no less than three (3) detention officers at all times unless approved by the Detention Administrator or higher authority.
 - i. One Detention Officer shall be assigned to the Control Room at all times consistent with General Order 322.00 Control Room Operations.
 - a. One Detention Officer shall remain inside the secure perimeter of the
 - b. Detention Center at all times consistent with General Order 323.00.IV.H Inmate Supervision.
 - c. The third may be assigned duties which may require leaving the secure perimeter of the Detention Center, such as fingerprinting, visitation observation, etc. but will remain in close proximity to the Detention Center, with communication ability, and be available to respond immediately to any call for assistance from the Detention Center.

Approved by:



Dino Sgambellone
Chief of Police

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302.00 Inmate Rights			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

To generally describe the rights the inmates will have while confined in the Los Alamos County Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide pretrial and sentenced inmates with their rights under the United States Constitution and the Bill of Rights. This includes, but is not limited to: access to courts and counsel, access to the outside, access to due process, freedom of religious beliefs and speech, freedom from discrimination, protection and freedom from corporal punishment, freedom from harassing searches and seizures, and freedom from cruel and unusual punishment. We may curtail these rights in case of legitimate safety and security concerns.

III. DEFINITIONS

None at this time

IV. PROCEDURES

- A. Inmates have certain rights relative to their conditions of confinement. These rights include access to the following:
 1. Supervision in all aspects of institutional life by staff, not by other inmates.
 2. Cell housing or closely supervised dormitories, with the specific type of housing
 3. Assignment conditioned on the inmate's classification and the types of housing available in the Detention Center.
 4. Clean and orderly surroundings.
 5. Adequate toilet, bathing, and laundry facilities.
 6. Adequate lighting, heating, and ventilation.
 7. Living conditions that are in compliance with state, federal, and local fire and safety laws and regulations.
 8. A wholesome, properly prepared, nutritionally adequate diet.
 9. Clean seasonable clothing.

10. A dignified conversational form of address, by name rather than by number.
11. personal grooming choices regarding appearance, limited only by Detention Center requirements for safety, security, identification, or hygiene.
12. Clergymen, spiritual advisors, publications, and related services that allow inmates to voluntarily adhere to their legitimate religious practices.
13. Private visiting will be available for confidential meetings between inmates and attorneys except where substantial justification for restriction is provided.
14. Communication and/or correspondence between inmates and their families, friends, public officials, attorneys, officers of the court, and other persons and organizations; this activity will be limited only as necessary to maintain order and security.

B. OTHER PROGRAMS AND SERVICES:

1. Privileges that will be available to inmates will include the following:
 - i. Recreational opportunities.
 - ii. Visitation with family members and friends in an area that is limited only by institutional requirements necessary to maintain order and security.

C. HEALTH CARE:

1. Health care services will be available and comparable in quality to those available to the general populace of the county, including the following:
 - i. An assessment of health needs and the general condition of the inmate at admission.
 - ii. Availability of ongoing medical, dental, and mental health services provided by persons with appropriate training and under the supervision of a licensed practitioner in that specialty.
 - iii. Availability of emergency medical and dental treatment on a twenty-four hour basis.

D. PERSONAL TREATMENT:

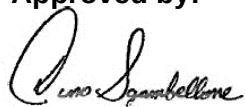
1. No inmate will be subjected by staff to corporal punishment, personal abuse, deliberate or unnecessary personal injury or disease, deliberate or unnecessary property damage, harassment, or the use of unnecessary force.
2. Interpretation of applicable regulations will be the least restrictive manner that is appropriate to the security level of the inmate and the Detention Center.

E. FEMALE INMATES:

1. All programs and services provided to female inmates will be equivalent to those offered to males.

2. All housing for female inmates will be separated from the male units. This total housing separation will include sleeping quarters, day rooms, and bath facilities.

Approved by:

A handwritten signature in black ink, appearing to read "Dino Sgambellone".

Dino Sgambellone
Chief of Police

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303.00 Inmate Visitation			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish rules and guidelines to allow inmates the opportunity to have visitors.

II. POLICY

It is the policy of the Los Alamos County Police Department to encourage the visitation of inmates incarcerated in the Detention Center.

III. DEFINITIONS

Appropriate clothing: Clothing that is not of a revealing nature of an individual's person. Clothing that does not depict gang colors or affiliations.

Legal Guardian: A Legal guardian is a person who has the legal authority (and the corresponding duty) to care for the personal and property interests of another person, called a ward.

Logo's: A design used by an organization on its letterhead, advertising material, and signs as an emblem which the organization can easily be recognized.

Special Visits: An unscheduled visit that is not during normal visiting hours/days and which has to be approved by the Detention Supervisor or designee.

State or Government Identification: Identification cards issued by any Federal, State, or local agency to an individual with their picture and descriptors.

IV. PROCEDURES

A. Visitations

1. Inmates are allowed to receive visits from family, friends, clergy, attorneys and councilors. The following rules and procedures apply for all visits.
 - i. Visitation will be on Wednesdays from 7:00 pm to 8:00 pm; Saturday and Sundays from 1:00 pm to 3:00 pm.
 - ii. Attorneys wishing to visit a client will not be restricted to normal visitation hours and may schedule a visit at any time, if staffing allows, and it does not jeopardize safety and security of the facility.
 - iii. Inmates are allowed two fifteen-minute visits per day during scheduled visiting hours.

- iv. All visits are by appointment ONLY and must be made at least twenty-four (24) hours in advance, on a first come, first served basis. Appointments cannot be changed, only cancelled.
- v. Children under eighteen years of age will not be allowed to visit inmates unless they are visiting one or both of their parents and are accompanied by a parent or legal guardian. The parent or legal guardian must be present in the visitation room with the juvenile at all times during the visit.
- vi. Anyone who is intoxicated will not be allowed to visit an inmate.
- vii. Inmates retain the right to refuse visits.
- viii. Visiting hours may be canceled at any time for appropriate safety and security reasons.
- ix. All visitors will be signed in on the inmate visitation log by staff for each visit.
- x. Visitors shall not be allowed to bring any item(s) into the Detention Center for inmates without the *PRIOR* written approval of the Detention Administrator or higher authority.
- xi. Visiting is conducted in the visiting room except for clergy and counselors.
- xii. Detention Officers may immediately end a visit if arguing or disruptive behavior occurs on the part of the inmate or the visitor.
- xiii. Any special visits will be arranged through the Detention Administrator or in his or her absence the shift supervisor.
- xiv. All visitors must have appropriate clothing.
 - a. No open toe shoes
 - b. No skirts or dresses cut above the knee.
 - c. No short or revealing shirts
 - d. No clothing with drug, alcohol, or gang type logo's.
- xv. Visitors must present a valid photo Id prior to each visit. (only Id's accepted are state or government issued Id's.)
- xvi. A former inmate must be out of custody for 90 days prior to being approved to visit. If still under the supervision of another criminal justice agency, the visitor must present a letter granting approval to visit the inmate for which visit was requested.

Approved by:



Dino Sgambellone
Chief of Police

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304.00 Earning Good Time			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish the terms and conditions under which an inmate may earn "good time" from a sentence by a court of competent jurisdiction.

II. POLICY

It is the policy of the Los Alamos County Police Department to recognize good behavior and industry by sentenced inmates incarcerated in the Detention Center by allowing for a reduction in sentence or "good time" (reference NMSA 1978 33-3-9).

III. DEFINITIONS

Conditions: Existing circumstances.

Consecutive: Successively following without interruption.

Continuous: Uninterrupted or unbroken amount of time.

Eligible: Qualified, Desirable, and worthy of choice.

Forfeiture: Something surrendered as punishment.

Good time: A reduction in sentence for good behavior.

Industry: Diligent, systematic labor for some useful purpose.

Regulations: A principle rule, or law designed for controlling behavior.

Responsibility: Something for which one is accountable.

Rules: An authoritative direction for conduct.

IV. PROCEDURES

A. Good Time

1. To be eligible for good time an inmate must be sentenced to the custody of the Los Alamos County Detention Center and must be authorized by the presiding judge.
2. Any time spent in the Detention Center prior to sentencing will not count towards good time unless otherwise specified by the sentencing Judge.

3. The sentence must be for a continuous and consecutive time period.
4. Time spent in another institution will not count towards good time unless specified by the sentencing Judge.
5. There will be no good time allowed for any mandatory portions of a sentence.
6. There will be no good time allowed for any time period that an inmate is in standing violation of any court order or condition or any rule, regulation, or procedure of the Detention Center.
7. There will be no good time for DWI or Suspended/Revoked License arrests per NMSA 1978 33-3-9.
8. The following formula will be used for the calculation of good time.
 - i. There will be no good-time earned for the first fourteen days of a sentence or any sentence of fourteen days or less. This period will be for observation and evaluation of an inmate's behavior and potential for industry. If an inmate successfully and satisfactorily completes the first fourteen days, he/she will be awarded two days of good-time towards the remainder of the sentence.
 - ii. For the next thirty (30) days of the sentence, for good behavior and industry, an inmate will earn "good time" at a rate of one day for two days served.
 - iii. For good behavior and industry, an inmate will earn "good time" at the rate of one day for each day served.
9. This policy also provides for forfeiture of good-time for lack of good behavior and industry. The following behaviors are some examples that may cause the forfeiture of "good time:"
 - i. Failure to comply with the Detention Center rules and regulations may result in the forfeiture of all or part of good time credits.
 - ii. Failure to comply with the lawful orders of a Detention Officer or staff may result in the forfeiture of all or part of good-time credits.
 - iii. Abusive, vulgar or inappropriate language or behavior toward staff, visitors or other inmates may result in the forfeiture of all or part of good-time credits.
 - iv. The making or giving of any false report or statement intended to obtain a service, benefit or privilege, may result in the forfeiture of all or part of good-time credits.
 - v. The making or giving of any false report or statement, intended to aid in avoiding responsibility for any act or to assist another in avoiding responsibility for an act, may result in the forfeiture of all or part of good-time credits.
 - vi. Failure to comply with the terms or conditions set by any competent court of jurisdiction will generally result in the forfeiture of all or part of good time credits.

10. An inmate has the right and responsibility to track the awarding and forfeiture of good time to his personal record.
11. The Los Alamos County Police Department Detention Center and staff assume no responsibility or liability for any commitment made by an inmate whether of a physical or financial nature based on a projected or possible date of release incumbent upon deduction from a sentence based on good-time.
12. The Detention Administrator or designee is responsible for the administration of the good-time program. The supervisor is responsible for the granting or forfeiting of good-time and may exercise discretion in granting of good-time. The supervisor is also responsible for/or the facilitating of movement by inmates between agencies or jurisdictions as long as such discretion does not conflict with applicable law.
13. Failure to comply with the terms or conditions set by any competent court of jurisdiction will generally result in the forfeiture of all or part of good-time

Approved by:



Dino Sgambellone
Chief of Police

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305.00 Inmate Video Recording			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to set procedures for the video recording of areas of the Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department to maintain a video surveillance system that records areas of the Detention Center on a continuous basis for the safety of the inmates and the security of the Detention Center. The system may be utilized to manage the recording of other areas in and around the Police Department.

III. DEFINITIONS

DVR: A computerized recording system of video surveillance system.

Video Surveillance: Supervision or observation by use of video cameras and monitors.

IV. PROCEDURES

- A. The video surveillance system is recorded by the use of Digital Video Recorders, (DVR's). This system is maintained in a controlled environment. All video recordings may be used as evidence towards prosecution and shall be handled in compliance with the department's evidence policy.
- B. The primary monitors for the surveillance system will be located in the Master Control Room. It will be the responsibility of personnel working the Master Control Room to monitor all cameras and report any out of the ordinary activity to appropriate personnel in a timely manner.

Approved by:



Dino Sgambellone
Chief of Police

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306.00 Inmate Work Detail			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines for participation or denial from the work detail program and to set criteria for the utilization of inmates participating in work details.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide opportunities for persons incarcerated in the Detention Center to participate in work assignments both within the Detention Center and outside of the Detention Center.

III. DEFINITIONS

Adverse public reaction: When the public's emotional response is undesirable or unfavorable.

County funded Projects: Projects where the money is provided by the county of Los Alamos.

Goodtime: Credit given to the inmate where he can be released early from custody for good behavior or industry.

Industry: Diligent, systematic labor for some useful purpose.

Trustee: An inmate that has been evaluated and has been determined by the Detention Center Supervisor to be trustworthy and be assigned work details with minimum supervision.

Utilization of inmates: The use of inmates for work detail assignments.

State Statute: A law established by the legislative body.

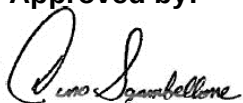
IV. PROCEDURES

- A. Persons incarcerated in the Detention Center serving sentence will be eligible to earn good time credit for good behavior and industry as allowed for by New Mexico State Statute, 33-3-9, and 33-8-15. Work details will be deployed only within Los Alamos County. Department Heads employed by the County of Los Alamos may request inmates for work on county properties or county funded projects. A paid county employee will supervise any person being used for a work detail. All inmates approved for work detail must adhere to the rules of the Los Alamos Detention Facility for work detail.

- B. There are three (3) classes of work details.
1. Work assignments within the Detention Center. All inmates qualify and assignments are given at the discretion of the detention staff.
 2. Work assignments outside of the Detention Center that are supervised by detention staff. Inmates must be sentenced to the Detention Center. Assignments are made by detention staff.
 3. Work assignments outside of the Detention Center that are supervised by other County employees.
 - i. Criteria for work assignments outside of the Detention Center that are supervised by non-detention staff are as follows:
 - a. The Inmate must be serving a sentence of at least fourteen days and may be eligible on the 8th day.
 - b. The inmate's status as either a trustee or minimum security risk.
 - ii. The following will automatically disqualify an inmate for a work detail outside of the Detention Center supervised by non-detention staff:
 - a. Inmate is on pre-sentence status.
 - b. Inmates convicted of:
 - ◆ Domestic violence
 - ◆ Felony controlled substance violations
 - ◆ Battery or assaults against children
 - ◆ Sexual crimes of any nature
 - ◆ Violent felony crimes
- C. Any inmate wishing to participate in the work program, that meets the above criteria, must submit a written request to the Detention staff. This request will be approved or disapproved by the Detention Administrator (or designee). The Detention Administrator (or designee) must approve all requests for inmate workers outside of the Detention Center **PRIOR** to the inmate being assigned to an outside work assignment.
- D. Anytime an inmate works outside the Detention Center, they must sign out on the Work Release form. It is also required that both the detention officer and the person taking responsibility for the inmate sign and date the form. The signing in and out process is required each time the inmate works outside the jail.
- E. The Detention Center staff controls and supervises work assignments within the jail. Any inmate that is caught violating any Local, State, Federal laws or Detention Center rules, while on work detail or work assignment will be subject to losing all or part of accrued good time credits. Any inmate has the right to appeal any disciplinary action taken against him/her. Any inmate that is eligible to earn good time credits may review their good time worksheet upon request.
- F. Work assignments or details for inmates outside of the Jail may include but are not limited to:

1. Washing of County vehicles.
2. Weed and litter control.
3. Shoveling of snow.
4. Working at the Animal Shelter.
5. Painting.
6. Watering trees, shrubs and lawns.
7. Assisting other Los Alamos County Departments in supervised work assignments.

Approved by:



Dino Sgambellone
Chief of Police

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308.00 Response to Resistance in the Detention Center			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.08.01, OPR.09.01		

I. PURPOSE

To provide Los Alamos County Detention Center personnel with guidance regarding the Response to Resistance.

II. POLICY

It is the policy of the Los Alamos County Police Department to use only that force which is necessary in order to maintain the security and safety of all persons, staff, and inmates within the Detention Center. These measures are not intended and will not be used as a means of punishment.

III. DEFINITIONS

Excessive Force – excessive force is described, generally, as any force used in excess of the amount of force reasonably required to establish control over, or to prevent or terminate an unlawful act.

Physical Force – any deliberate physical contact made by detention staff with an inmate in a situation that requires the detention officer to maintain or regain control of the inmate due to his or her obstinate, disorderly, combative or disruptive behavior. The physical contact must be made deliberately as opposed to accidental and employed to control the inmate's conduct.

Non-Deadly/Non-Lethal Force – force which the detention staff member reasonably believes will not create a substantial risk of death or great bodily injury to another.

Chemical Agents – an active substance such as OC spray or pepperball powder that is capable of producing a physiological effect on human beings.

Electronic Disabler / Stun-Cuff Magnum – electronic devices used to disrupt voluntary muscle movement.

Impermissible Force – force that is not authorized by this policy such as force used to punish, discipline or retaliate against an inmate or force techniques that are not condoned by the Detention Center. Some examples of impermissible force are: striking an inmate to discipline him/her for failing to obey a verbal order; using force against an inmate after the inmate has ceased to offer resistance and is under control; using chokeholds on an inmate; hogtying an inmate; intentionally striking an inmate's head against the wall, floor or other object; and striking, hitting or punching a restrained inmate.

Response to Resistance Package – as used on this policy, a Response to Resistance

package refers to all of the materials fathered by a supervisor following a Response to Resistance incident such as physical and documentary evidence, Response to Resistance reports, staff and inmate statements, video tapes, and photographs.

High Risk Inmate – Means an inmate that due to behavior, prior history of escape or escape attempts, mental instability and/or history of violence poses a higher than normal risk of escape attempts or violence to themselves or others

IV. PROCEDURES

A. General

1. Any staff member who encounters an uncooperative inmate who refuses to enter their cell, refuses to be searched, refuses to leave their cell, will follow the specific Response to Resistance Guidelines as currently approved by the agency.
 - i. Staff members are expected to utilize verbal skills to the fullest extent possible in any confrontations with inmates. It is the policy of this agency to make every effort to avoid the necessity of resorting to physical confrontations to resolve conflicts with inmates.
 - ii. In the event that verbal warnings are not sufficient to end confrontation, staff members will be expected to fully utilize available assistance in attempting to subdue any inmate. Staff member should never hesitate to summon assistance when necessary.
2. The authority for a detention officer to use force rests with the Detention Supervisor or the on duty shift supervisor. In an emergency situation where it is not possible or practical for a detention officer to seek authorization for using force, the officer shall use reasonable force, but will be expected to justify his or her actions following the Response to Resistance. Detention officers are authorized to use reasonable force against an inmate in the following circumstances:
 - i. to defend oneself or another employee, inmate, or visitor from a physical attack or from an imminent physical attack;
 - ii. to prevent the commission of a crime including inmate disturbances and escapes;
 - iii. to enforce detention center rules, regulations and court orders;
 - iv. to prevent serious damage to county property;
 - v. to prevent an inmate from inflicting self-harm.
 - vi. Use of deadly force should occur only after all other means have been exhausted and only as a last resort.
3. Physical force, security devices and equipment, chemical agents and electronic devices are intended to be used only as control measures and only when necessary. They are not intended, and shall never be used, as a means of punishment. An employee shall not use a greater force than the situation demands. Instruments of restraint and control are applied only with the approval of the Detention Supervisor or the on duty Shift Supervisor. Non-deadly force, when available, shall be considered as an option for controlling violent situations.

B. LEVELS OF FORCE

1. Detention officers have several levels of force available to them when managing an unruly, dangerous or non-compliant inmate. Detention officers should not involve themselves in one-on-one confrontations with inmates that have the potential to result in a Response to Resistance incident. Depending on the circumstances a call for back-up from a supervisor or other detention staff may diffuse the situation with an unruly or non-compliant inmate. On the other hand, intermediate control devices may be used as an immediate option depending on the situation and threat perceived by the detention officer. If force is necessary, detention staff can utilize the following force options as circumstances warrant:
 - i. Physical presence – the detention officer's presence on the scene and the issuance of a lawful order to cease or stop the unlawful action(s). It may be necessary to increase the officer's physical presence by requesting help or backup from the other detention staff, supervisors or Los Alamos County Police Officers.
 - ii. Verbal intervention – using verbal skills in the form of suggestions or commands to stop the unlawful action(s).
 - iii. Weaponless control techniques – this includes joint locks, leverage locks or pain compliance techniques. These techniques are used only to gain the inmate's compliance and are not intended to cause serious injury.
 - iv. Intermediate control devices or less than lethal weaponry – this may include the use of restraint devices, handcuffs, leg irons, flex cuffs, restraint chairs, chemical agents, batons, electronic disablers, and other authorized security equipment. Use of these devices is only authorized if they are used appropriately and consistent with training. When using these types of force devices, detention staff should take into consideration any known serious medical condition the inmate may have such as, heart problems or in the case of a female inmate, whether she is pregnant.
 - v. Deadly/lethal force, which is likely to cause death or serious bodily harm
 - a. Deadly/lethal force is to be used when all other means have been exhausted and only as a last resort unless the officer believes that a person's life is immediately threatened
 - b. Detention officers are authorized to use deadly force only when it is necessary to protect the detention officers or others from what the officer believes to be an immediate threat of death or great bodily harm.

C. MANUAL RESTRAINTS:

1. It is the policy of the Los Alamos County Police Department to use restraints without excessive force and not for punishment. Supervisors will closely monitor the use of all restraints. Restraints will be stored in the property room in the booking area and shall be inventoried daily.
2. Types of Restraints
 - i. Only the following types of restraining devices are permitted:

- a. Swivel handcuffs
- b. Hinge handcuffs
- c. D-ring restraint belt
- d. Belly chain
- e. Leg irons
- f. Safety helmet
- g. Restraint chair
- h. Body Guard
- i. Stun-Cuff Magnum

D. INVENTORY OF RESTRAINTS

1. The Detention Officer in charge of the property room will conduct restraint inventories daily and document it in the equipment checklist.
2. If an officer discovers that restrains are missing or damaged, they will complete an Incident Report (IR) and forward it to the Detention Supervisor and Shift Supervisor responsible for restraint inventory. Damaged restraints will be removed from inventory and replaced as soon as possible.
3. All restraints must be checked out when utilized and checked back in when use has seized.
4. If the restraints are not returned, the Master Control officer must write a report stating who checked out the restraints and where they were taken prior to the end of their shift.
5. Shift Supervisors must assure that detention staff is completing Accountability logs and reports are being completed for missing restraints.
6. Shift supervisors must check restraint log and restraints at the end of each shift.
7. If restraints are not returned the Detention Officer responsible for them will be subject to reprimand and/or paying for the replacement of the restraint(s). This will be at the discretion of the Detention Supervisor.
8. At the end of each month, the restraint accountability log will be turned into the Detention Shift Supervisor who is responsible for restraints.

E. USE OF RESTRAINTS:

The use of restraint equipment is intended to prevent escape, assault, or the commission of some other offense by violent or disruptive inmates; to protect staff and inmates; and under other circumstances approved by the Detention Supervisor. Restraints will not be used for punishment.

If an inmate attempts self-injury or becomes physically aggressive toward an officer or others, officers may restrain them if they believe there is an imminent physical threat. The officer will immediately notify the on duty Shift Supervisor that restraints have been placed on an inmate. The officer will request back up if necessary.

1. Restraint Chair/Body Guard

- i. The restraint chair or body wrap will only be used with approval of the on duty shift supervisor to provide safe containment of an inmate exhibiting violent, violent prone, combative, uncontrollable, or otherwise dangerous behavior when other control techniques have not been effective. The restraint chair or body wrap will never be used as a form of punishment and will only be used as long as necessary to achieve the objective of voluntary compliance by the inmate of the Detention Officers directions.
 - ii. A minimum of two (2) officers will be present to assist in the placement of an inmate into the restraint chair or body wrap.
 - iii. Once an inmate is placed into the restraint chair or body wrap they shall be placed into an area inaccessible by other inmates and within view of the video surveillance system and/or direct supervision.
 - iv. While in the restraint chair or body wrap the inmate will be physically checked at a minimum of every 15 minutes and assessed for health and welfare and possible release from the restraint chair or body wrap.
 - v. If at any time an officer believes the inmate's health may be at risk he or she must immediately call for EMS to respond and notify the patrol shift commander once emergency personnel has been requested.
 - vi. Restroom breaks and water will be offered to the inmate at a minimum of every two (2) hours or as needed.
 - a. Restroom and water breaks are important, but are not to be attempted if the inmate continues to be threatening, uncooperative, combative, or aggressively attempting to get out of the chair or body wrap. Security of the inmate and safety of the officers are primary concerns. Removal from the chair or body wrap for such breaks should be accomplished with two or more officers.
 - vii. Removal from the restraint chair or body wrap should be conducted when the inmate had demonstrated that he or she no longer presents a danger to him/herself or others or detention center property and has verbally agreed to comply with Detention Officer instructions.
 - viii. Following the use of the restraint chair or body wrap the requirements outlined in this policy under "IV.J Procedures Following Response to Resistance" shall be followed.
2. All inmates being transported will be restrained with handcuffs in front with a belly chain, leg irons and at the discretion of the Shift Supervisor a Stun-Cuff Magnum may be used.
- i. When inmates are being restrained for a transport, they shall be restrained in the booking area away from other inmates. The day room should not be used for restraining inmates for transports as other inmates are watching their behavior and actions. This has been shown to reduce voluntary compliance with inmates. Therefore, they should be restrained separately where they do not need to "show-off" for the other inmates.

- ii. When multiple inmates are being restrained for a transport, they shall be brought into the booking area one at a time and restrained individually so that detention officers are never trying to secure several inmates at the same time.

F. RESTRAINTS ON PREGNANT INMATES: NMSA 33-1- 4.2

1. Los Alamos County Detention Center shall use the least restrictive restraints necessary when the Detention Center has actual or constructive knowledge that an inmate is in the second or third trimester of pregnancy. No restraints of any kind shall be used on an inmate who is in labor, delivering her baby or recuperating from the delivery unless there are compelling reasons such as:
 - i. An inmate is a serious threat of harm to herself, staff, or others.
 - ii. A substantial flight risk and cannot be reasonably contained by other means.
2. If an inmate who is in labor or who is delivering her baby is restrained, only the least restrictive restraints necessary to ensure safety and security shall be used.

G. CHEMICAL AGENTS AND ELECTRONIC DISABLERS

1. Use of chemical agents: chemical agents such as, oleoresin capsicum (OC) may cause injury or even death if they are improperly used or if an inmate is predisposed to serious injury because of an existing medical condition. The effects of OC are usually instantaneous and disorienting. The subject then experiences symptoms such as, immediate closing of the eyes, sever coughing and gasping, and an intense burning sensation of the skin and mucous membranes. Chemical agents shall only be used in compliance with the specific policies regarding chemical agent delivery systems outlined below.
 - i. **OC Spray**
 - a. OC spray is the lowest level of intermediate weapon available to the officer and should be considered when other levels of physical control have been deemed ineffective or impractical. OC spray should be used only on active physically resistant, threatening (armed or unarmed), and attacking inmates.
 - b. An officer who uses an OC delivery system consisting of a coherent stream shall not use the OC closer than 3 feet when spraying into the persons face.
 - c. Due to the probability that other inmates may be affected by the OC spray consideration of the physical condition of other inmates should be made prior to the use of the OC spray. Items to consider should include possible exposure to pregnant inmates or inmates with respiratory disease.
 - d. When an inmate has been exposed to OC spray, s/he shall be taken to a secure area where decontamination and examination by EMS can be safely conducted. If the inmate remains combative or uncooperative, a medical assessment shall be completed as soon as it is safe to do so.

- ◆ Decontamination will consist of at a minimum a change of clothing

and fresh water to wash off the OC residue.

- e. Only officers trained in the use of OC spray are authorized to use OC spray.
- f. After any use of OC spray the requirements outlined in this policy under “IV.J Procedures Following Response to Resistance” shall be followed.

ii. **PepperBall System**

- a. The PepperBall launcher is considered an intermediate Response to Resistance weapon capable of delivering the chemical agent OC alone or in combination with a kinetic impact.
- b. The PepperBall launcher may be utilized in those situations where an inmate exhibits violent or potentially violent behavior that threatens the security of the detention center and or the safety of others.
 - ◆ The PepperBall launcher may be used as a chemical delivery system in those situations that would be appropriate to use the OC spray.
 - ◆ The PepperBall launcher may be used as both a kinetic impact intermediate weapon and chemical delivery system on inmates who are engaged in violent behavior amounting to armed threatening behavior or attack whether armed or not against an officer or another inmate.
 - When used as both a kinetic impact weapon and chemical delivery system the head, neck and groin will not be targeted.
- c. Due to the probability that other inmates may be affected by PepperBall OC powder consideration of the physical condition of other inmates should be made prior to use of the PepperBall system. Items to consider should include possible exposure to pregnant inmates or inmates with respiratory disease.
- d. When an inmate has been exposed to Pepperball OC or struck by a Pepperball round, s/he shall be taken to a secure area where decontamination and examination by EMS can be safely conducted. If the inmate remains combative or uncooperative, a medical assessment shall be completed as soon as it is safe to do so.
 - ◆ Decontamination will consist of at a minimum a change of clothing and fresh water to wash off the OC powder.
- e. Only officers trained in the use of the PepperBall system are authorized to use the PepperBall system.
- f. After any use of the PepperBall system the requirements outlined in this policy under “IV.J Procedures Following Response to Resistance” shall be followed.

2. Use of electronic disablers: electronic disablers such as the Stun-Cuff Magnum may cause injury if they are used improperly or on an inmate who is predisposed to injury. Specific policy regarding the use of the Stun-Cuff Magnum is outlined below.
 - i. All Stun-Cuff Magnum devices will be issued as needed by the Detention Shift Supervisor or their designee.
 - a. Only Detention, PSA or Police Officers who have completed certified training in the use/handling/firing of the Stun-Cuff Magnum will be authorized for its use.
 - b. The Detention Administrator shall assure an adequate number of Officers are trained to use the Stun-Cuff Magnum. The Detention Administrator shall maintain a list of Officers authorized to use the Stun-Cuff Magnum.
 - c. The Detention Shift Supervisor or their designee shall log each Stun Cuff issued on an Equipment Inventory Log. The log shall denote the unit number, date/time issued and date/time returned. Each unit and all related equipment must be returned to the secure storage area at the end of each shift.
 - d. Detentions Shift Supervisors or their designees will determine when the Stun-Cuff Magnum will be utilized on inmates during transports.
 - e. During storage, the Stun-Cuff Magnum and wireless transmitter shall be returned to the charging base to ensure the device has an adequate charge for the next use.
 - f. Each assigned member upon receiving an assigned Stun-Cuff Magnum shall inspect the Stun-Cuff Magnum, locking strap and the transmitter to ensure it is clean, charged, and in good working order.
 - g. Prior to going into service, officers shall conduct a spark test of the Stun-Cuff Magnum to check for proper operation.
 - h. In the event the Stun-Cuff Magnum fails the pre-service inspection or the spark test, the assigned officer shall notify their Shift Supervisor. The device shall be taken out of service until necessary repairs are made.
 - ii. Detention Officers, PSA and Police Officers who are trained in the use of the Stun-Cuff Magnum shall be able to utilize this device when they deem that the safety of the public, staff, or other inmates is threatened. The Stun-Cuff Magnum may be applied to an inmate under the following circumstances at the discretion of the Shift Supervisor:
 - a. Restraint of inmates during court appearances.
 - b. Transportation of high risk inmates.
 - c. As a deterrent to control detainees with histories of disruptive behavior in or out of the facility who pose a threat to themselves, staff or other inmates.

- d. When multiple inmates are being transported.
- iii. Due to the Stun-Cuff Magnum's potential to cause serious injury when activated, this device shall only be activated in the following circumstances.
 - a. To overcome an inmate who is aggressive and combative.
 - b. To overcome an inmate whose actions pose an immediate threat to the safety of the officer(s), the public, or themselves
 - c. To prevent the escape of an inmate
- iv. Whenever possible, a verbal announcement of the intended use of the Stun-Cuff Magnum should precede the activation of the device in order to:
 - a. Provide the individual with a reasonable opportunity to voluntarily comply.
 - b. Provide other officers and individuals with warning that a Stun-Cuff device may be activated.
- v. Officers should carefully evaluate the circumstances and Response to Resistance options before using the Stun-Cuff Magnum. A decision must be made as to the appropriate Response to Resistance prior to activation of the Stun-Cuff Magnum. As such, the Stun-Cuff Magnum user will:
 - a. Never use the Stun-Cuff Magnum in a punitive or coercive manner.
 - b. Never activate the Stun-Cuff Magnum in any environment where an officer knows that potentially flammable, volatile, or explosive materials are present (including but not limited to OC spray with volatile propellants, gasoline, natural gas, drug labs, or propane)
 - c. Never activate the Stun-Cuff Magnum in any environment where the subject's fall could result in serious injury or death (such as in water or on an elevated structure)
 - d. Never activate the Stun-Cuff Magnum on any inmate who is passively resisting.
 - e. Only use the Stun-Cuff Magnum on a pregnant inmate in accordance with General Order 308.00 IV.H
 - f. Never use the Stun-Cuff Magnum on persons with obviously debilitating illness or the obviously fragile elderly.
 - g. Never use the Stun-Cuff Magnum on person that appear to weigh under eighty (80) pounds.
 - h. Never use the Stun-Cuff Magnum on inmates in wheelchairs, using crutches or other mobility assisting devices.
 - i. Never use the Stun-Cuff Magnum on inmates who the officer knows has a pacemaker or other bio-medical device sensitive to electric current.

- vi. When activating the Stun-Cuff Magnum, officers shall use it for one standard cycle then stop to evaluate the situation (a standard cycle is two seconds). If subsequent cycles are necessary, the cycles should not exceed three activations when possible. The number of cycles will be documented in a report and include an explanation for why the additional cycles were necessary and how the person responded after each cycle. An evaluation shall / must be done after each cycle.
 - a. The Stun-Cuff Magnum shall not be used on a subject who was previously subdued by a Taser or other type of Conductive Energy Device within the last 24 hours.
 - b. Following the activation of the Stun-Cuff Magnum, officers should use a restraint technique that does not impair the subject's respirations.
- vii. The Detention Shift Supervisor will notify the Detention Administrator immediately when the stun-cuff magnum has been activated on an inmate, whether on purpose or accident.
 - a. Whenever the Stun-Cuff Magnum is used, an incident report shall be generated in addition to a Response to Resistance report in accordance with General Order 219.00. Both reports will be forwarded to the Deputy Chief of Police and Chief of Police through the chain of command.
- viii. Persons who have been subjected to the Stun-Cuff Magnum electronic restraint device shall be treated as follows:
 - a. IF THE SUSPECT LOSES CONSCIOUSNESS, OFFICERS SHALL IMMEDIATELY SUMMON EMS TO RESPOND TO EVALUATE THE SUSPECT.
 - b. Once under control, the subject shall be examined by EMS. If necessary, the subject may be transported to a local hospital emergency room or other approved medical care facility. The transporting officer shall advise EMS or medical staff that the person was subjected to the Stun-Cuff Magnum electronic restraint device, the approximate time the action occurred and number of cycles.
 - c. The transporting officer shall obtain medical clearance or a transport refusal from EMS prior to booking the suspect or returning him to the housing unit.
- ix. ACCEPTING INTO CUSTODY: The use of the Stun-Cuff Magnum will be noted on the Booking Report and booking officers will be advised that the Stun-Cuff Magnum was used to control or arrest the subject. Detention Officers will initiate an observation log on the arrestee.
- x. Training will be conducted as follows:
 - a. Members shall be selected for this specialized training based upon the specific needs of the Los Alamos Police Department.

- b. Training shall emphasize that multiple activations and continuous cycling of the Stun-Cuff Magnum may increase the risk of injury and should be avoided.
 - c. Training will include the proper use of and deployment of the Stun-Cuff Magnum.
 - d. Training shall include the limitations of the Stun-Cuff Magnum and instruction on transitioning to other force options as needed.
 - e. All members must receive annual training in the use of the Stun-Cuff Magnum.
- xi. The Detention Administrator shall maintain an accurate list of personnel certified to deploy the Stun-Cuff Magnum
 - a. The Detention Administrator will maintain a database of Stun-Cuff deployment information.

3. Use of the ECD/Taser

- i. ECD/Tasers shall be departmentally issued and used only by authorized personnel trained in and certified in its use.
 - a. Users will be certified in the use of the ECD/Taser.
 - b. Users will deploy the ECD/Taser at least two times to become familiar with the use, nomenclature, and trajectory of the probes.
 - c. Users will also be exposed to the ECD/Taser by experiencing at least one (1) live cycle, similar to the exposure/certification of Oleoresin Capsicum (OC).
- ii. Only properly functioning and charged ECD/Tasers shall be carried for field use. Improperly functioning or broken ECD/Tasers shall be returned to the Taser Control Officer as soon as practical for repair or replacement.
- iii. Upon firing the ECD/Taser the user shall energize the subject the least amount of time using the least amount of deployments, necessary to affect the arrest or objective.
 - a. In determining the need for additional cycles, the user should be aware that an energized subject may not be able to respond to commands during or immediately following the exposure.
- iv. When firing the ECD/Taser the user shall aim to hit the subject in the preferred target zones.
 - a. The preferred target zone when the subject is facing the user is the lower torso
 - b. The preferred target zone when the subject is facing away from the user is any part of the body below the neck.

- v. Use of the ECD/Taser in a drive-stun application or actual deployment is to be used only on Actively Resisting, unarmed threatening, unarmed attacking, armed threatening and armed attacking subjects, and Decisions to use the ECD/Taser shall involve the same basic justification as other intermediate weapons. As such, ECD/Taser users will:
 - a. Never use the ECD/Taser in a punitive or coercive manner.
 - b. Never use the ECD/Taser on a handcuffed prisoner/subject unless they continue to use violence against an officer, another person, or themselves which cannot be controlled by other means.
 - c. Consider the severity of the offense, possible danger to the subject or community if the subject escapes and immediate need for apprehension before an officer uses an ECD/Taser on a fleeing subject and then only if the subject is fleeing from an officer attempting to make a lawful arrest.
 - d. Not utilize the ECD/Taser in any environment where an officer knows that potentially flammable, volatile, or explosive materials are present (including but not limited to OC spray with volatile propellants, gasoline, natural gas, drug labs, or propane).
 - e. Not utilize the ECD/Taser in any environment where the subject's fall could result in serious injury or death (such as in water or on an elevated structure).
 - f. Not use the ECD/Taser on subjects who are passively resisting.
 - g. Not use the ECD/Taser on obviously pregnant females, unless such person poses an immediate risk of great bodily harm or death to an officer, themselves, or another person.
 - h. Never use the ECD/Taser on persons with obvious debilitating illness or the obviously fragile elderly.
 - i. Never use the ECD/Taser on persons that appear to weigh under eighty (80) pounds.
 - j. Never use the ECD/Taser on persons in wheelchairs, unless such person poses an immediate risk of great bodily harm or death to an officer, themselves, or another person
 - k. Never use the ECD/Taser on persons who the officer reasonably believes or has knowledge that such person uses a pacemaker or other bio-medical devices sensitive to electrical current.

4. Holstering and Securing

- i. The ECD/Taser will be secured in a department issued or approved holster.

- a. Drop down holsters/Tactical Holsters may be used to accommodate officers who do not have sufficient room on their duty belt. Uses of these types of holsters require the approval of the Chief or his designee.

ii. ECD/Taser Officer Responsibilities

- a. Ensure that the ECD/Taser issued to the user is properly functioning on a regular basis.
- b. Spark tests will be conducted at least twice a week or prior to shift.
- c. Ensure that the DPM battery pack is still above a 20% power reading for duty use.
 - ◆ If the DPM battery pack is reading below 20% ensure that another DPM is obtained as soon as practical.
 - ◆ If the issued ECD/Taser is equipped with a Taser Cam ensure that it is charged prior to shift.
- d. Ensure that you carry a minimum of two ECD/Taser cartridges at all times while on duty.
- e. Officers should have a cartridge issued after a deployment or as soon as practical.
- f. Prior to the deployment of the ECD/Taser, if practical, request emergency personnel to your location for post deployment aid.
- g. Ensure that each discharge, excluding spark tests or official training, are documented by submitting a Response to Resistance Report.
- h. Contact the ECD/Taser Control Officer to download video data as soon as practical after every field deployment.

5. Supervisory Responsibilities

- i. Maintain an adequate supply of Taser Cartridges.
 - a. At least one extra Cartridge should be available per assigned officer on shift.
- ii. Ensure that the accurate serial number of the ECD/Taser Cartridge is forwarded to an ECD/Taser Control Officer when issued to personnel.

6. ECD/Taser Control Officer Responsibilities

- i. Receive, inspect, and issue ECD/Tasers.
- ii. Repair or replace defective or damaged ECD/Tasers, cartridges, and related accessories.

- a. ECD/Taser Control Officer will service or repair the device only if he or she is a certified ECD/Taser Armorer.
 - iii. Maintain records of issued ECD/Taser serial numbers, firing data, and video data.
 - iv. Maintain an adequate supply of cartridges, batteries, holsters and Taser Cams to be issued.
 - a. Only Department approved/issued battery power sources, holsters, and other accessories shall be used ECD/Taser and other issued accessories shall not be altered or modified in any way without authorization from the Chief of Police or his or her designee.
 - v. Maintain ECD/Taser Instructor / Armorer certification.
7. Post Deployment of the ECD/Taser
- i. Notify a supervisor if one is not on scene.
 - ii. Users shall have subjects who have been exposed to the ECD/Taser treated as soon as possible by EMT or Paramedics of the Los Alamos County Fire Department or a qualified physician after the application of force and prior to incarceration or any other action.
 - iii. Only EMT or Paramedics of the Los Alamos County Fire Department or a qualified physician will remove the probes from the subject that has been energized by the ECD/Taser.
 - iv. Upon removal of the probes from the subject, the user shall inspect the probe to ensure the barb is attached to the probe.
 - a. If the barb separated from the probe the subject must be transported to the Los Alamos Medical Center to have the barb removed from the subject's body.
 - v. Photographs of the affected area shall be taken before and after the probes are removed, if practical.
 - vi. The user shall collect the cartridge, probes, and at least one Anti-Felon Identification (AFID) tag as evidence.
 - a. Probes with attached barbs or barbs alone will be entered into evidence utilizing a sharps container.

H. PROCEDURES FOLLOWING RESPONSE TO RESISTANCE:

- 1. Administrative leave: detention officers involved in a deadly/lethal force incident may be placed on administrative leave pending the outcome of the investigation by the Chief of Police or designee

2. Preservation of evidence: in order to preserve evidence, the area and all items and/or property in the area where the deadly/lethal force took place will be sealed off. No one will be allowed access into that area without the authorization of the Detention Supervisor. It is the responsibility of the on duty Shift Supervisor to preserve any and all evidence.
3. Medical treatment following a Response to Resistance incident: inmates who are subjected to Response to Resistance must receive a medical evaluation and medical treatment as quickly as possible following the conclusion of the Response to Resistance. If chemical agents are used against an inmate, he or she must be decontaminated as promptly as possible.
4. Procedure for reporting Response to Resistance: the Detention Administrator shall be notified immediately by the on duty Shift Supervisor when any type of force is used. A written incident report and Response to Resistance Report shall be prepared by the officer who employed the force, and shall be completed no later than the conclusion of that shift and submitted to the Detention Administrator in accordance with General Order 219.00. The Shift Supervisor must also compose a Chief's report and submit prior to the conclusion of his or her shift. . The report shall include:
 - i. An account of events leading to the Response to Resistance.
 - ii. An accurate and precise description of the incident and reason for applying force.
 - iii. A description of the weapon or instrument(s) of restraint, if any, and the manner in which it was used.
 - iv. A description of any injuries sustained by detention staff or inmates during the Response to Resistance incident and of the medical treatment given and/or received.
 - v. A list of all participants and witnesses (including inmates) to the incident.
 - vi. A copy of any inmate disciplinary reports that prompted the Response to Resistance incident shall accompany the Response to Resistance report.
5. The Response to Resistance review process: all incidents involving the Response to Resistance shall be reviewed by the Detention Supervisor to ensure adherence to the detention center's Response to Resistance policy. The on duty Shift Supervisor is responsible for collecting all information surrounding a Response to Resistance incident such as:
 - i. The Response to Resistance reports
 - ii. Staff and inmate witness statements/reports
 - iii. Physical evidence
 - iv. Medical evidence and reports
 - v. Photographs
 - vi. Inmate misconduct reports
 - vii. Nursing notes
 - viii. Videotapes of the incident
6. The on duty Shift Supervisor will then prepare a "Response to Resistance supervisory summary" and include all of the aforementioned materials into a "Response to Resistance package". The Response to Resistance supervisory summary will be submitted to the Detention Administrator, Deputy Chief of Police, and Chief of Police.

I. CONSEQUENCES FOR VIOLATION OF THIS POLICY

1. Using excessive or unnecessary force: all detention center staff must recognize that force is only used when necessary, only for as long as necessary and only to the extent necessary. Force may never be used as punishment on an inmate. Violation of this policy may result in serious discipline, including termination from employment with the Los Alamos County Police Department. Detention staff may also be held legally accountable for conduct that violates this policy. Both criminal and civil action can be taken against staff who use excessive force or unnecessary force.

J. TRAINING

1. Training will be provided in necessary techniques for each of the devices employed, including techniques for use of hard and soft restraints, restraining inmates to beds and other fixed objects, use of restraints for normal escort activity and reporting requirements for other uses of restraints.

Approved by:



Dino Sgambellone
Chief of Police

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310.00 Inmate Disciplinary Process			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

To describe the disciplinary process that will be used in the Los Alamos County Detention Center to enforce Los Alamos County Police Department rules and regulations.

II. POLICY

It is the policy of the Los Alamos County Police Department to have in place a process of inmate discipline that will serve to protect the public, inmates, and staff, and maintain order, through the impartial application of a fully developed well-understood set of rules and regulations and a hearing procedure that incorporates all applicable due process requirements.

III. DEFINITIONS

Disciplinary Action: Sanctions placed on inmates for misconduct or violation of rules and regulations or laws.

Privileges: A special advantage or benefit granted to an individual.

Complicity: An inmate may be charged, tried and convicted of any offense based upon the conduct of another person if, with the intent that the offense to be committed, the inmate commands, induces, encourages, procures or aids the other to commit it. It is an affirmative defense to the charge of complicity that the inmate, prior to the commission of the offense, voluntarily withdrew from any active participation in the offense. In any prosecution where the liability of the accused inmate is related to the conduct of another person, it is no defense that the other person has been found not guilty, or has not been prosecuted or has been convicted of a different offense.

Contraband: Any intoxicant, including alcohol, inhalants, and any substance listed as a controlled substance in New Mexico State Statutes. Dangerous drugs also include ingredients or substances combined for the purpose of producing an intoxicant and any counterfeit controlled substance.

Dangerous Drugs: Any intoxicant, including alcohol, inhalants, and any substance listed as a controlled substance in New Mexico State Statutes. Dangerous drugs also include ingredients or substances combined for the purpose of producing an intoxicant and any counterfeit controlled substance.

Date of Discovery: The date on which the reporting staff member has obtained sufficient information to determine that an offense has occurred, and the identity of the inmate(s) who committed the offense.

Hearing Officer: The Detention Shift Supervisor whose primary responsibility is to conduct administrative hearings on misconduct reports and who has the authority to recommend disposition of minor and major misconduct reports impartially.

Disciplinary Segregation: The placement of an inmate in cell restriction with limited privileges as a result of being found guilty on a misconduct report.

Pre-Hearing Detention (PHD): The placement of an inmate after alleged misconduct but prior to finding of guilt, in a more secure location in order to control his or her behavior if he or she poses a threat to the security of the institution.

Preponderance of Evidence: Evidence that is of greater weight or more convincing than the evidence that is offered in opposition to it. That is, evidence which, as a whole, shows that the fact sought to be proved is more probable than not.

Staff: Los Alamos County Police Department employees, volunteers, contractors and their employees or agents, and those employees or agents of organizations/businesses whose assignment or responsibility is to supervise or provide services to inmates.

Threat to the Security of the Facility: Any behavior or situation which involves, causes or is reasonably likely to cause acts of violence, a substantial risk of death or serious injury to any person, substantial destruction of property, escape or risk of escape. It also includes the introduction of contraband or the conspiracy or attempt to introduce contraband.

IV. PROCEDURES

A. General

1. Inmates will be required to conform to the standards of conduct reflected in the Detention Center rules and regulations, which are provided to each inmate upon intake to the Detention Center. An inmate violating the Detention Center rules and regulations may be subject to disciplinary action under the provisions of this policy.
2. A properly managed inmate discipline program will maintain security, control, and safety, ensure the inmates due process rights, ensure fair and consistent disciplinary practices, ensure proper documentation of all rule violations, and provide staff with training in the discipline policy, including familiarity with the rules of the Detention Center, rationale for the rules, sanctions available, and report writing.

B. PROHIBITED ACTS:

1. To establish a firm foundation of inmate conduct and the Detention Center discipline process, it is necessary to describe the kinds of behavior prohibited within the Detention Center. While it is impossible to define every possible prohibited act or rule violation with the Detention Center, the following list is an example.
 - i. **Minor Violations** - minor infractions do not have serious inmate and Detention Center management implications and may be resolved through an informal or formal disciplinary process. The following lists minor violations, the maximum sanctions that can be imposed is the loss of all privileges for two weeks

MINOR VIOLATION (Category "A")	DEFINITION
1. Knowingly Making a False Statement to any staff member	<ul style="list-style-type: none"> • Knowingly providing untrue statements or information, either verbally or in writing, in any attempt to effort to mislead staff
2. Interference with Search	<ul style="list-style-type: none"> • Refusing to allow, obstructing or hindering in any way, any authorized person in their search of any person, housing unit, or cell.
3. Failure to Program	<ul style="list-style-type: none"> • Failing to perform programs and program work as assigned and/or; • Failing to report to any work assigned and/or; • Departing from their appointed place of duty or assignment without authorization.
4. Unauthorized Absence without Proper Authority	<ul style="list-style-type: none"> • Departing from any place where directed to remain by any staff or facility regulations' • Being away from assigned area
5. Presence in Unauthorized or Restricted Areas	<ul style="list-style-type: none"> • Entering or remaining in any area without permission or after being ordered in any manner, not to enter or remain in an area
6. Gambling	<ul style="list-style-type: none"> • Playing for money or other think of value at any game including, but not limited to, those played with cards or dice, or bets on the side or hand of those playing or betting anything of value on the outcome of any observable event or ascertainable happening or organizing or being in possession of any game of chance, lottery, betting pool, betting slips or records, or being in possession of other similar devices.
7. Violation of Visiting Regulations	<ul style="list-style-type: none"> • Engaging in any conduct with visitor(s) or engaging in any other conduct in violation of facility visiting regulations.
8. Alteration of any food or drink	<ul style="list-style-type: none"> •
9. Sexual Harassment	<ul style="list-style-type: none"> • Subjecting another person to sexual conduct, through physical action, and/or verbal or written statements, and the other person does not express or imply consent to the accused inmate's conduct
10. Verbal Abuse or Gestures	<ul style="list-style-type: none"> • Subjecting another person to abusive, offensive or defamatory language or

	gestures
11. Possession of Unauthorized Legal Documents	<ul style="list-style-type: none"> • Possessing legal documents of another inmate outside the immediate presence of the inmate to whom the documents belong
12. Disobeying a Lawful Order	<ul style="list-style-type: none"> • Refusing to obey a verbal or written lawful order or instruction given by any staff member, acting within the scope of their authority
13. Association	<ul style="list-style-type: none"> • While assigned to an off-grounds or outside detail or work crew, associating or communicating with another person without first receiving authorization
14. Fighting or Horse Play	<ul style="list-style-type: none"> • The inmate commits this when he or she engages in any physical altercation including, but not limited to exchange of blows, shoves, kicks, or any offensive physical contact which disrupts or threatens to disrupt the orderly running of the institution.
15. Contempt of Committee	<ul style="list-style-type: none"> • The inmate commits this when he or she acts in any manner that is considered disruptive while in, or in the immediate area of, any committee or hearing that is being conducted or in session, such as, but not limited to, classification and/or disciplinary
16. Entering into Contract	<ul style="list-style-type: none"> • The inmate commits this when he or she enters into any contract or engages in any business without the express permission of the Detention Supervisor
17. Any Unauthorized use of any institutional equipment	<ul style="list-style-type: none"> • e.g. telephones, computers, fax machines, copy machines, tools, etc. Failure to abide by facility telephone rules or regulations.
18. Violation of any Correspondence Regulations(s)	<ul style="list-style-type: none"> • Failure to abide by facility correspondence rules or regulations
19. Possession of Contraband Items	<ul style="list-style-type: none"> • Possessing anything not allowed to be received through the mail, not sold at commissary or issued by the County, out of its original condition, not permitted by the Detention Supervisor or otherwise not permitted to be retained or belonging to another inmate and out of their immediate possession
20. Damage to Property	<ul style="list-style-type: none"> • Intentionally or through recklessness, damaging or causing to be damaged

	or altered any property, such as, but not limited to, that of the county or that of a person
21. Theft	<ul style="list-style-type: none"> • Knowingly obtaining or exercise control over property or services belonging to another
22. Possession of Stolen Property	<ul style="list-style-type: none"> • Being in possession of property of another
23. Alteration of a Cell, Living Area, Housing Unit or Facility	<ul style="list-style-type: none"> • In any way altering any electrical, plumbing fixtures, blocking of vents, exchanging cell furnishings, placing furniture or TV from activity areas into cells; writing, painting, hanging or displaying anything on any walls, on ceiling, on or over doors and doorways, over or on windows or on cell fixtures except where provided by institutional rules and regulations
24. Sanitary Violation	<ul style="list-style-type: none"> • Willfully urinating or defecating in other than the facilities provided for such functions; or • Willfully failing or refusing to shower at least once a week; or, • Willfully failing to keep their body, hair and clothes in as clean, sanitary, neat and odor-free condition as possible under the circumstances of their particular custody; or, • Willfully failing to keep their cell or immediate sleeping area clean, odor-free, sanitary, free of trash and debris and available to the visual observation of a staff member; or, • Intentionally committing acts that could be hazardous to the health of any person within the facility; or, • Disposing of any form of trash or waste in any place other than those specifically designated for waste disposal
25. Insubordinate / Disrespectful behavior	<ul style="list-style-type: none"> • Willfully not submitting to staffs authority; and / or refusing to having or show staff respect; or lacking courtesy
26. Being in an Unauthorized Area	<ul style="list-style-type: none"> • Inmates that are in an area without having official permission. This includes crossing any red lines, entering in another inmates cell, and or being in the dayroom or other part of the facility without authorization. • The Hearing Officer shall have the discretion to add three (3) days of lock

27. Failure to be fully dressed during daytime hours	down for this charge. <ul style="list-style-type: none"> When the inmate fails to be in his / her official issued Los Alamos Detention Center uniform between the hours of 8:00am – 9:00pm.
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- ii. **Major Violations** - are violations that have serious inmate and Detention Center management implications. Major violations will be handled through informal or formal disciplinary process, and/or referral for prosecution. Due to the fact that major violations may warrant criminal charges the sanctions imposed will be up to the Shift Supervisor and should reflect the seriousness of the violation. Sanctions for major violations are; loss or all privileges not to exceed two (2) weeks, forty-five (45) days probation with suspended sanctions, confinement in segregation for a minimum of three (3) days and a maximum of fourteen (14) days with a hearing. Charges may be filed in court against the inmate

The following is an example list of major violations:

MAJOR VIOLATIONS (Category “B”)	DEFINITIONS
1. Arson.	<ul style="list-style-type: none"> Without authorization, setting fire to burn, cause to be burned, or by the use of any explosive or combustible device, damages or destroys or causes to be damaged or destroyed, any structure or property
2. Battery	<ul style="list-style-type: none"> Intentionally or through recklessness causing injury to another person or applying any physical force, offensive substance (such as feces, urine, mucous, blood, saliva, etc.) or any other item or hazardous substance against any person regardless of whether or not injury occurs
3. Assault/Battery with a weapon on another person	<ul style="list-style-type: none"> Use of any type or object or instrument to threaten, strike or attempt to strike another person
4. Assault/Battery without a weapon on a staff member or visitor	<ul style="list-style-type: none"> Without a weapon, striking or by actions, posture, stance, or other means, threatening to strike another person (who is a staff member or visitor, but not an inmate), and under circumstances where that other person could reasonably believe that he or she was about to be struck by the inmate
5. Assault/Battery without a weapon on an	<ul style="list-style-type: none"> The inmate commits this when

inmate	they threaten to strike, strikes or by their actions, posture or stance, or other means implied to another inmate that they are about to be struck
6. Engaging in Riot	<ul style="list-style-type: none"> Two or more persons, participating in conduct that creates serious danger or damage or injury to property or persons and obstructs the performance of facility functions
7. Inciting to riot	<ul style="list-style-type: none"> Urging or organizing two or more inmates to imminently engage in a riot, and such incitement is likely to produce a riot, or once a riot begins, the inmate assumes a position of command or instruction in furtherance of the riot
8. Escape with force	<ul style="list-style-type: none"> By force or threat of force, removing oneself from the confines of the institution or from official custody while beyond the confines of the institution. The hearing officer shall have the discretion to modify the charge and convict the inmate of escape without force if the hearing officer finds that the inmate did not use force or threat of force
9. Escape without force	<ul style="list-style-type: none"> Without proper authority, removing oneself from the confines of the institution, failing to report to work, school or other assignment, leaving a work, school or other assignment, or fails to return to official custody following temporary leave granted for a specified period of limited duration, work release, school release, or furlough.
10. Possession of Escape Paraphernalia	<ul style="list-style-type: none"> Having in possession or receiving from or giving to another inmate, or fashioning or manufacturing, or introducing or arranging to introduce into the facility any escape paraphernalia including, but not limited to: Lock, lock pick, trip wires, locking devices, chain, rope, ladder, tool(s) or other items which could be used to affect an escape;

	<p>and/or</p> <ul style="list-style-type: none"> • Mask, wig or disguise or any means of altering normal physical appearance which would make identification of an inmate difficult; and/or, mannequin, dummy, replica of a human body, or part of a human body, or any item or device which could reasonably cause a staff member to believe an inmate was present at a designated time and place or which could in any way aid or abet the escape or walk-away of an inmate; and/or, • Form of securities, bonds, coins, currency, legal tender, official papers or documents (other than authentic and authorized papers or documents relative to judicial or administrative proceedings) unless expressly and specifically authorized by the Detention supervisor; and/or • Item of an officer's uniform, civilian clothing, or staff clothing, including badges, buttons, nametags or items of personal identification unless expressly and specifically authorized by the Detention Supervisor or Commander, or any type of communication device.
11. Threats	<ul style="list-style-type: none"> • Communicating a determination or intent (either verbally, physically or in writing) to injure another person or to commit a crime of violence or an unlawful act presently or in the future and the probable consequence of such threat or threats (whether or not such consequences, in fact, occurs) is: • To place another person in fear of bodily harm, or • To cause damage to property, or • To jeopardize the security of the facility
12. Abuse of medication	<ul style="list-style-type: none"> • In any way, storing, saving, giving away or removing any prescription without authorization
13. Possession of syringe or drug	<ul style="list-style-type: none"> • Possession of a syringe or other

paraphernalia	implement capable of injecting a substance under the skin of any individual, including him/herself and/or possession an article, equipment or apparatus capable of administering or injecting a dangerous drug or volatile substance
14. Refusal to submit to a drug test	<ul style="list-style-type: none"> Failing or refusing to submit to any test for the unauthorized use of dangerous drugs requested by any employee of or under contract to the Los Alamos Police Department. This includes removing or tampering with any drug detection patches or devices or apparatus used for drug testing.
15. Possession or use of dangerous drugs	<ul style="list-style-type: none"> Possession, using or having under control or in custody any item defined as dangerous drugs
16. Dealing in dangerous drugs	<ul style="list-style-type: none"> Selling, trading, giving away, introducing, attempting to introduce, or conspiring to introduce any quantity of any item defined as dangerous drugs
17. Possession of dangerous contraband	<ul style="list-style-type: none"> Possessing, using or having under control or in custody any item defined as dangerous contraband
18. Sexual Misconduct	<ul style="list-style-type: none"> The inmate commits this when they are: Touching or having active or passive sexual contact with or fondling of the genitals, mouth, anus, breast or buttocks of another person, and the person consents to such conduct, regardless of whether the touching or contact is to clothed or unclothed parts of the body; Displaying one's anus, genitals, buttocks or female breast(s) to another person, regardless of the other person's expressed or implied consent to the accused inmate's conduct; or Masturbating in the presence or direct vision of another person regardless of the other party's expressed or implied consent to the conduct

19. Rape	<ul style="list-style-type: none"> • Having sexual intercourse, penetration of or contact with the genitals, hand(s), mouth, vagina or anus of another person, having impaired the power of the other person to apprise or control their conduct by administering or employing drugs, intoxicants or similar means; or, coercing, compelling or inducing the other person to submit to any force, misrepresentation, violence or threat of violence/ or, the other person suffers from mental disease, defects or inadequacy that is reasonably apparent or known to the accused inmate, which in fact renders the other person incapable of understanding the nature of their conduct or being aware of the nature of the act committed; or, the other person is unconscious or otherwise physically incapable of resisting and has not consented to the act. The hearing officer (Detention Shift Supervisor) shall have the discretion to modify the charge and convict the inmate of the charge of Sexual Harassment or Sexual Misconduct
20. Robbery or Extortion	<ul style="list-style-type: none"> • Using or threatening to use physical force, coercion, or improper pressure upon another person for the purpose of: • Preventing or overcoming resistance to the taking of property or to the retention thereof immediately after the taking: or • Compelling the owner of such property or another person to deliver or give up possession of the property • The hearing officer shall have the discretion to modify the charge and convict the inmate of the charge of theft or Bartering
21. Bribery	<ul style="list-style-type: none"> • Offering to confer, conferring or agreeing to confer anything of value upon any staff member or

	other inmate(s) with the intent to influence that person's or inmate's exercise of discretion or other action in any capacity
22. Forgery	<ul style="list-style-type: none"> • Creating or altering a document with intent to deceive
23. Fraud	<ul style="list-style-type: none"> • Obtaining anything of value through deception, trickery or false claim. Altering, destroying, concealing or removing anything with intent to impair its authenticity or availability. Presenting or using anything which one knows to be false with intent to deceive.
24. Participating in, Contributing to, or Impeding Control of a Disturbance in any Area either Physically or Verbally	<ul style="list-style-type: none"> • Any action or statement made by an inmate which impedes staff from the ability to control a disturbance
25. Tampering with Locks or Security items	<ul style="list-style-type: none"> • Without authorization, locking, unlocking or alerting in any way, any lock, locking system or security device or system or using any unauthorized lock or security item.
26. Possession of key or key pattern	<ul style="list-style-type: none"> • Possessing a key or key pattern to any lock. A key pattern is any substance upon which the impression of a key is made, or any substance or device designed to make or reproduce a key
27. Tattooing and/or Possession of Tattoo Paraphernalia	<ul style="list-style-type: none"> • Receiving a tattoo, giving a tattoo or having in possession any tattooing paraphernalia to include but not limited to patterns, ink, needles or altered electrical appliances.
28. Refusal to move or to be restrained	<ul style="list-style-type: none"> • Refusing to be moved from an area or structure such as a recreation yard, shower, program area, etc., or refusing to be restrained or unrestrained. Pulling away or attempting to pull away from an officer while under escort.
29. Possession of Gang Paraphernalia	<ul style="list-style-type: none"> • Displaying or possessing Security Threat Group/Street Gang paraphernalia, e.g., colors, symbols, signs, insignias or gang-related documents
30. Engaging in Security Threat	<ul style="list-style-type: none"> • Recruiting, assaulting, theft(s),

Group/Street Gang Activity	extorting and drug trafficking or conspiring to commit the above mentioned acts
31. Attempt to Engage in or Engaging in any Unauthorized or Inappropriate Relationship	<ul style="list-style-type: none"> An inmate commits this when he or she attempts to engage in or engages in any personal or romantic relationship with a staff member, contract employee, volunteer, etc. whether it be verbally, physically, or in writing

C. REPORTING INFRACTIONS

1. As soon as a rule violation comes to the attention of staff, an incident report will be prepared by the staff member observing the incident and will be signed and forwarded to the Shift Supervisor. That report will include the following:
 - i. Date and time of offense.
 - ii. The specific rule number and violation.
 - iii. The location of the violation.
 - iv. The inmate(s) involved and witness (es).
 - v. Adequate details of the violation to substantiate the charge, including type and disposition of contraband or physical evidence (if any), unusual behavior by the inmate, etc.
 - vi. A description of the immediate action taken, including any force used by the inmate or staff.
 - vii. The signature and title of the staff member filing the report.
2. Placement in Pre-Hearing Detention
 - i. An inmate may be placed in Pre-Hearing Detention (PHD), if the inmate poses an escape risk or a threat to the security of the institution, public, or other inmates, or staff.

D. HEARING PROCESS

1. If the Shift Supervisor has a reasonable belief that an infraction has occurred and that formal disciplinary action is warranted, a hearing for disciplinary action will be scheduled within three (3) working days. The Detention Shift Supervisor may postpone a hearing for good cause, documenting the reason for any such delay in the inmate's central file.
2. The inmate must be notified no more than twenty-four (24) hours after the incident or the date of discovery. The inmate may, on advisement of a scheduled hearing, sign a waiver of appearance at a hearing. If the inmate does not waive the hearing, a disciplinary committee will convene as soon as is practical for the purpose of hearing the case. The Hearing Officer will be impartial and will not include anyone involved in the alleged violations or charges. The purpose of the Hearing Officer will be to hear the facts of the alleged violation, weigh the evidence, and make a ruling as to the disposition of the case, using only information available to the Hearing Officer in the hearing.
3. During a disciplinary hearing, the Hearing Officer may hear testimony from witnesses, and the charged inmate, provided the inmate's appearance would not be

disruptive. An inmate charged with a rule violation will have the opportunity (but is not required) to be present, make a statement, present documentary evidence, and call witnesses in their behalf when such witnesses are reasonably available and their presence is not deemed by the Hearing Officer to be unduly hazardous to Detention Center safety. The Hearing Officer may exclude those appearance would result in presentation of unduly cumulative evidence or a witness who refuses to appear. The reasons for such denial will be documented in the record of the hearing. The charged inmate will be excluded from the hearing during the testimony of others.

E. SANCTIONS

1. The Hearing Officer is empowered to impose appropriate sanctions when a charge is substantiated by information obtained in the hearing process, including staff reports, inmate statements, and information derived from documentary evidence and witness statements. The Hearing Officer may impose the following dispositions or combinations thereof on a finding that a prohibited act occurred:
 - i. Dismissal of any or all charges and expunged from the record.
 - ii. Referral for filing of formal criminal charges.
 - iii. placement in disciplinary segregation for not more than fifteen (15) days; continuous confinement beyond fifteen (15) days
 - iv. Requires the review and approval of the Detention Supervisor.
 - v. Restriction of any or all privileges.
 - vi. Suspension of execution of any sanction imposed.

2. The Hearing Officer may not impose any of the following sanctions for any rule violation:
 - i. Any form of dietary restriction or the use of food or meals as a punishment.
 - ii. Any form of corporal punishment.
 - iii. Any form of discipline imposed by another inmate.
 - iv. Disciplinary segregation in excess of fifteen (15) consecutive days.
 - v. Deprivation of clothing, bedding, or necessary personal hygiene items. This does not apply to those inmates who engage in the practice of destroying such items.
 - vi. The use of a "violent cell" or restraints as punishment. Restraints only may be used for otherwise uncontrollable inmates.

F. RECORD OF FINDINGS

1. A record will be maintained of the hearing, including witnesses heard, evidence considered, and the disposition. This record need not be verbatim.

G. ADMINISTRATIVE REVIEW

1. The Detention Administrator will review all disciplinary actions, regardless of whether an appeal is taken, and may on their own motion reverse the decision, remand the decision, or modify the sanction imposed whenever such action is supported by the record. Under such a review, a sanction imposed by the disciplinary Hearing Officer may not be increased.

H. APPEALS

1. Inmates may appeal through the inmate grievance procedure to the Detention Administrator, in writing, within typical grievance time guidelines not to exceed five (5) days from the date of being advised. The inmate will be advised of this right to appeal by the Hearing Officer at the time the sanction is announced.
2. The Detention Administrator, or her designee, may affirm or reverse the decision outright, return the decision to the Hearing Officer for further proceedings, or modify (but not increase) the sanction imposed. A decision will be made within five (5) days, and a written copy of the decision will be provided to the inmate.
3. The Detention Administrator will consider the merit of the appeal based on whether there was substantial evidence to support the sanctions imposed.
4. The Los Alamos Detention Center inmate grievance procedure may be used when the inmate has a question or complaint regarding custody treatment, medical treatment, jail policies and procedures, or other related matter. A grievance may include complaints against the substance of policies as well as their application. A grievance complaint involving a disciplinary disposition (major incident report) will be rejected. The grievance mechanics shall not be confused with the established disciplinary process. Inmate grievances may be filed in all matters except the following:
 - i. Legal decisions as directed by the courts.
 - ii. Inmate disciplinary procedures.
 - iii. Specific appeal procedures are provided for disciplinary actions.
 - iv. Grievance forms with more than one (1) inmate's name will be rejected.
5. In order to provide an impartial method of filing grievances, inmates will be notified by the inmate rules, of the method of initiating and resolving a grievance. An inmate may file a grievance without fear of reprisal. Whenever he or she believes they have been subject to abuse, harassment, abridgement of civil rights, or denied privileges without cause.

I. GRIEVANCE PROCEDURE

1. To establish a consistent and equitable procedure for handling inmate grievances by providing the inmate with communication procedures that can answer questions and reduce the necessity for many formal legal challenges and inquiries. This procedure is intended to fill the inmate/staff communications void between the jail "kite" and the court writ form.

J. FILING OF INMATE GRIEVANCES

1. The inmate has five working days after the occurrence of any specific incident in which to file a grievance. A Policy grievance may be filed at any time. The inmate shall complete an Inmate Grievance Form and submit it to the Detention Officer on duty.
2. Detention Officer's Responsibilities

- i. Talk with the inmate and attempt to resolve the issue. At this stage most issues can be resolved by the Detention Officer on duty.
- ii. If the inmate wants the grievance to remain confidential, the inmate will be given a grievance form, instructed to seal it in an envelope, and given to the Detention Shift Supervisor.
- iii. If the issue is not resolved and the inmate does not want the grievance to remain confidential, deliver an inmate grievance form to the inmate.
- iv. If needed, assist the inmate in completing the inmate grievance form.
- v. Document steps taken to resolve the issue at this stage
- vi. If the grievance is not resolved at this stage, forward the grievance to the Detention Shift Supervisor.

3. Shift Supervisor Responsibilities

- i. Upon receiving an inmate grievance form, the Shift Supervisor will attempt to resolve any issues and document any action taken.
- ii. If the complaint is resolved, the Shift Supervisor will document the action taken and how the complaint was resolved. The report will be forwarded through the chain-of-command to the Detention Administrator. The inmate will be given a copy of the report.
- iii. If the grievance is not resolved at this stage, document the action taken and forward the grievance form within five days of the date to the Detention Administrator.

4. Detention Administrator's Responsibility

- i. Upon receiving an inmate grievance form, the Detention Administrator will attempt to resolve any issues and document any action taken.
- ii. Submit his or her written decision on the grievance to the inmate.

K. RECORDS

- 1. The Detention Administrator is responsible for Coordination of grievance procedures and the maintenance and control of inmate grievance records.
- 2. The Detention Administrator will periodically review grievances to determine if there are any significant trends that need to be addressed.
- 3. If the Detention Administrator sees that a trend is developing, the Detention Administrator will then and address the issue with the Inmate.

L. RETALIATION PROHIBITED

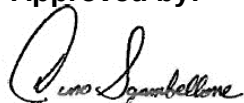
- 1. Retaliation against an inmate by staff, for filing an inmate grievance form is prohibited.

2. An inmate may be subject to the disciplinary process for filing unfounded grievances with malicious intent against staff members.

M. TRAINING / REVIEW

1. New Employees
 - i. Supervisors will review this directive with all new personnel as part of their Orientation training.
 - ii. Revisions
 - a. Supervisors will review all revisions with their personnel.

Approved by:



Dino Sgambellone
Chief of Police

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311.00 Juvenile Detention Inmates			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish procedures and guidelines for the housing of juvenile detainees in the Los Alamos County Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide six (6) hour detention facilities for juvenile subjects in accordance with State certification requirements. Juvenile subjects accused of violating any State laws will be processed and detained in compliance with CYFD standards.

III. DEFINITIONS

JUVENILE – means any person under the age of eighteen (18) years.

CYFD –the Children, Youth and Families Department of the State of New Mexico.

IV. PROCEDURES

- A. Detention staff will comply with CYFD standards and regulations in the processing, housing and supervision of juveniles.
- B. Detention staff will ensure that all adult inmates are securely locked in their cells prior to any juvenile(s) being admitted to the Detention Center for processing.
- C. All juvenile detainees will be housed separately from adults in compliance with CYFD regulations.
- D. All juveniles held in the Detention Center are subject to all of the policies, procedures, rules and regulations of the Detention Center.
- E. All Juveniles will be transported to a Youth Diagnostic Facility under contract with Los Alamos County to be housed until their cases is adjudicated or they are released.

Approved by:



Dino Sgambellone
Chief of Police

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312.00 Inmate Property			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish procedures for the handling and safekeeping of inmate property.

II. POLICY

It is the policy of the Los Alamos County Police Department to inventory and secure all inmate money and property and to maintain an accurate record of its use and security.

III. DEFINITIONS

COMMISSARY – means stores from which an inmate may purchase items that have been approved by the Detention Supervisor with their own money.

WEAPONS/DANGEROUS ITEMS LOCKER – means a locker used to secure weapons or other dangerous items of people who enter the Detention Center.

INMATE – means an individual accused or convicted of a crime and who is housed in the Detention Center.

PROPERTY LOCKER – means a locker used to secure an inmate's personal possessions taken from him/her at the time of booking with the exception of dangerous items

SALLY PORT – means the area where an inmate, who is brought to the Detention Center, is removed from a police vehicle.

IV. PROCEDURES

A. General

1. All property and cash belonging to an inmate will be documented on an inmate property receipt at the time of admission to the Center.
2. Each inmate will be assigned a property locker. All property, except cash, checks and money orders, will be placed into the property locker with a signed copy of the property receipt.
3. Any blunt, sharp, edged or other item(s) taken from an inmate that may be considered as a weapon (excluding firearms), will be secured in the dangerous items locker. Upon release, the item(s) will be returned to the inmate outside of the Center.

4. Firearms and knives that are possessed by inmates will not be permitted to enter the Detention Center. The on duty Patrol Watch Commander will be required to take possession of and secure inmate firearms and knives as safekeeping property.
5. All money, checks and money orders will be placed in the secure money drawer located in the booking area. Cash, checks or money orders received after the inmate is admitted to the Center will be recorded on the inmate's property receipt and secured in the money drawer.
6. Any time an inmate receives or transfers funds, this action will be documented on a receipt signed by the inmate and the Detention Officer as well as on the inmate's property receipt.
7. Inmates must submit a written request to retrieve belongings from their property locker or the secure money drawer. After approval by the Detention Supervisor, or designee, only the Detention Supervisor, a Detention Officer, Police Officer or Public Service Aide (PSA) may retrieve the property.
8. The official will document removal of the property from the property locker on the property receipt and co-sign with the inmate on the property sheet the removal of the item(s).
9. Upon release from custody, or transfer to another facility, all of the inmate's property will be released to the inmate or to the officer transporting the inmate to the other facility. In either case, the inmate is required to sign for property. The Los Alamos County Detention Center will not hold any property or money for an inmate transferred to another facility.
10. Inmates are not allowed to transfer money to another inmate at any time.

B. Commissary Funds

1. Inmate fund shall be held in the secure money drawer located in the control room.
2. A separate commissary log sheet will be kept for each inmate choosing to maintain funds in such account. All financial transactions will be clearly recorded on the inmate's log sheet and will include the date, time and amount of the transaction. Both the inmate and officer will sign the log sheet next to the transaction. Further, if the inmate is transferring funds from his or her property to a commissary fund, such transaction will be recorded on the inmate's property receipt.
3. The commissary log will be kept in the secure money drawer.

Approved by:



Dino Sgambellone
Chief of Police

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313.00 Detention Staff Training			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.10.01		

I. PURPOSE

The purpose of this General Order is to establish training requirements and standards for Detention Officers and other Department personnel who may be assigned to perform duties and responsibilities in the Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide all personnel with the necessary and required training to perform the duties and responsibilities assigned while working in the Detention Center.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. New Detention Officer Training

1. All new Detention Officers hired by the Department will be provided a minimum of eighty (80) hours of documented in-house and on-the-job training.
2. Such training will be under the direct supervision of a Detention Supervisor before being assigned to work independently.
3. During the new officer's training period, his or her performance will be documented and reported to the Detention Administrator on a daily basis.
4. Any remedial or additional training needs will be identified and referred to the Detention Administrator for action. The Detention Administrator will take the appropriate action to have any such training provided and documented.
5. Within one year of being hired, every non-certified Detention Officer will be required to attend a 40-hour Basic Detention Officer class and a 40-hour Juvenile Detention Certification course. Attendance at these courses is mandatory for certification by the New Mexico Association of Counties.
6. The in-house training for all new Detention Officers will cover the following:
 - i. Inmate booking and release procedures for both adults and juveniles
 - ii. Safety techniques in dealing with belligerent or violent inmates
 - iii. Inmates' rights and privileges
 - iv. Housing procedures for adults and juveniles

- v. Inmate transports
- vi. Conducting cell searches
- vii. Inmate medical procedures
- viii. Inmate grievance procedures
- ix. Key control
- x. Inmates' meals
- xi. Inmate programs
- xii. Radio procedures
- xiii. Court operations
- xiv. Pepper spray use
- xv. Customer service training
- xvi. Sexual harassment training
- xvii. Violence in the workplace training
- xviii. Department manuals
- xix. County personnel rules
- xx. CPR and universal precautions
- xxi. Defensive tactics and use of force
- xxii. Jail control procedures

B. In-Service Training

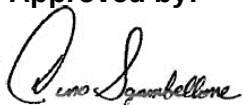
1. Each Detention Officer of the Department will receive additional training in accordance with the following schedule:
 - i. Annually – 40 hours mandatory
 - ii. Suicide Prevention
 - iii. Crisis Intervention
 - iv. Emergency procedures
2. Bi-annually
 - i. Self-defense
 - ii. ASP baton
 - iii. Use of Force
 - iv. Cap stun
3. Every Two-years
 - i. CPR
 - ii. First Aid

C. Detention Center Training for Other Department Personnel

1. Department personnel that may occasionally book prisoners, perform matron duties or other short-term tasks in the Detention Center shall be trained in the following areas:
 - i. Inmate booking and release procedures for adults and juveniles
 - ii. Safety techniques in dealing with belligerent or violent inmates
 - iii. Inmates rights and privileges
 - iv. Housing procedures for adults and inmates
 - v. Inmate transports
 - vi. Conducting cell searches

- vii. Inmate medical procedures
 - viii. Inmate grievance procedures
 - ix. Key control
 - x. Inmate meals
 - xi. Jail Control procedures
2. A passing grade or certification is required for all training or classes.

Approved by:



Dino Sgambellone
Chief of Police

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314.00 Security and Control			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.08.01, OPR.10.03, 04, 06		

I. PURPOSE

The purpose of this General Order is to establish procedures for security and control of the Los Alamos County Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department to prevent escapes and attempted escapes from custody through the use of proper security and control procedures.

III. DEFINITIONS

Legal Mail: Incoming or outgoing mail to the following: American Civil Liberties Union (ACLU), Attorneys, Chief of Police, Director of Bureau of Prisons or Department of Corrections, Judges (Federal, State, County and Municipal), Legal Aid, Public Officials acting in their official capacity, Sheriff, U.S. Attorney General, Probation and Parole, Children youth and Families Development (CYFD), U.S. Marshal's Office, and Licensed legal aid organizations whose principal office is located in the state.

IV. PROCEDURES

- A. The following procedures will be in force to maintain security and control in the Los Alamos County Detention Facility.
 1. No weapons of any kind are permitted in the Detention Center. Weapons such as firearms, edged weapons or tools, including pocket knives, Leatherman type tools, nail clippers, etc., that may be carried by Department personnel, personnel from other departments or agencies or visitors to the Center shall secure these items in a safe location away from the Detention Center or in secure firearms lock boxes located at both entrances to the Center before entering.
 2. **EXCEPTION:** This policy may be superseded in case(s) of emergency by the on-duty Patrol Shift Supervisor, Detention Administrator, or higher authority. All incidents in which this policy was overridden will be documented in writing and submitted through the chain of command to the Deputy Chief of Police.
 3. Detention personnel are authorized to carry Cap Stun pepper spray, ASP batons and the issued emergency seatbelt cutter. All of these items will be carefully inventoried on a regular basis as determined by the Detention Supervisor. No edged weapons or tools are allowed in the Detention Center without the specific authorization of the Detention Administrator or designee.

4. A complete set of facility keys will be kept in the Control Room. This set is to be used for emergency purposes only. An Emergency set of Keys is also available within the Patrol briefing room.
5. All doors to the Detention Center shall be kept closed and locked at all times
6. Detention Officer shall conduct an inspection of the all areas of the facility at least once per week. They shall document and report in writing any and all deficiencies to the Detention Administrator before the end of the shift on which it (they) were detected.
7. A security check, including a check for weapons and contraband, will be made of each unoccupied cell prior to use. In addition, a cell and bunk area will be inspected when the area becomes unoccupied. The Detention Officer on-duty is responsible for making this check and reporting any abnormal conditions to the on duty Shift Supervisor, the Detention Administrator and the on duty Watch Commander, in writing, prior to the end of the shift. Such report shall be forwarded to the Detention Administrator for review and action, if necessary.
8. In order to keep the Detention Center secure, safe and free from weapons and contraband, Detention Officers shall conduct unannounced random searches and inspections. These searches and inspections will include all living areas, bars, locks, security devices, windows, walls, floors, access plates, protective doors, and any areas to which inmates have access. Searches are necessary to locate and confiscate any contraband items or weapons that may have entered the Center. Detention Officer shall consider all inmates as a carriers of contraband. All searches will be conducted in a humane and consistent manner. All such inspections and searches shall be logged in the Detention Log together with the date and time of the search/inspection, names of individuals conducting the search/inspection, and the results thereof.
9. Mail Delivery
 - i. Detention Officer(s) passing out Non-Legal mail will open and inspect all inmates' mail in the control room.
 - a. Non-Legal mail will be inspected and may be read to ensure that the contents do not contain evidence of an escape attempt, threats to safety and security of facility, evidence of the commission of a crime, evidence of conspiracy to commit a crime, or other action affecting detention center operations.
 - b. U.S. Currency shall be removed from inmate mail and entered into JMS. A receipt reflecting the deposit will be issued to the inmate. Checks and Money Orders will be refused and returned to the sender.
 - c. All incoming mail will be delivered within twenty-four hours of being received by detention staff.
 - d. All postage stamps on envelopes and postcards will be removed by detention officer inspecting the mail.

- e. Color printed photographs and drawings deemed inappropriate will be returned to sender.
 - f. Incoming mail must display a complete return address and be addressed to the inmate, using the name that appears in detention records. Mail for a current inmate with no return address or incomplete name/or return address shall be refused and returned to the U.S. Postal Services. Mail for a former or unidentifiable inmate, with no return address, will be returned to the U.S. Postal Services.
 - g. Envelopes and postcards will include the Los Alamos County Detention Center address and a line for the inmate's clearly printed name. Writing on the exterior of envelopes is limited to the name and address of the recipient and the inmate sender's name only.
 - h. All outgoing mail must remain unsealed until it is inspected for content, contraband, or other materials.
 - i. Books, magazines and periodicals must be received directly from the publisher, or they will be refused and returned to the sender.
 - ii. Detention Officer(s) passing out Legal mail will open legal mail front of them from outside their cell window.
 - a. Incoming and outgoing Legal Mail will be inspected for contraband only and will not be read.
10. At the start of each shift, Detention Officers shall conduct an inspection of all equipment and tools within the Detention Center to assure that no items are missing and that they are all in good working order. These inspections shall be documented on the Equipment checklist (Appendix A).
 11. The Sally Port is to be kept clear of all tools or potential weapons. All shovels, rakes, picks, weed-whackers, etc., shall be properly secured.
 12. Inmates may be stripped-searched upon admission to the Detention Center after having been placed in with other inmates provided such searches are based on reasonable suspicion that weapons or contraband will be found. Such searches shall be conducted only with the written approval of the Detention Administrator or the Detention Shift Supervisor in compliance with Department procedures on such searches. If these parties are not available, any sworn commander, the Deputy Chief and Chief should can give approval for strip searches.
 13. The Detention Officer on-duty shall visually supervise all individuals that enter the facility with any tools, including culinary tools and hair cutting equipment. Each tool will be inventoried both upon entering and again upon leaving the Center.
 14. The Detention Center has electronic audio and visual surveillance equipment to maintain safety and security within the Center. These devices are located in strategic locations throughout the facility. This equipment is controlled in such a manner as to reduce the possibility of invading an inmate's personal privacy. Detention Officers are responsible for reporting any problems with this equipment to the Detention Supervisor in a timely manner.

15. The Detention Supervisor, or designee, shall promptly take action to initiate repairs to all deficiencies discovered or reported concerning any and all aspects of the Detention Center.
16. The Detention Center shall maintain a written record of the following:
 - i. Personnel on-duty
 - ii. Inmate population count
 - iii. Shift activities and incidents
 - iv. Entry and exit of all visitors
 - v. Unusual occurrences

B. Escapes from Custody

1. There are basically two types of escape.
 - i. Escape from the Detention Center
 - ii. Walk-away from work groups or release programs outside of the Detention Center
2. Procedures for Escapes from the Detention Center
 - i. The On-duty Detention Staff shall:
 - a. Lock down all remaining inmates to prevent further escapes
 - b. Immediately notify the on-duty shift supervisor and the Watch Commander on duty of the escape
 - c. Conduct a head count and roll call to identify any inmate(s) that are not present or accounted for
 - d. Conduct a search of the entire Detention Center in order to confirm that the inmate(s) are unaccounted for and not in the Detention Center
 - e. Locate and secure any means of escape and ensure that all areas are secure.
 - f. Compile the following information on the escapee(s) and forward this information to the on-duty Watch Commander and to the Consolidated Dispatch Center (CDC) for law enforcement BOLO dissemination as may be appropriate to assist in the apprehension of the escapee(s):
 - ◆ Name(e) of the escapee(s)
 - ◆ Full description of the escapee(s)
 - ◆ Last known address of the escapee(s)
 - ◆ Address of the escapee(s) family(ies)
 - ◆ Information on the possible direction of travel
 - ◆ List of recent visitors and known acquaintances to include addresses, if known
 - ◆ Any other information that may assist in the capture of the escapee(s)

- ii. The On-Duty Shift Supervisor and Watch Commander will:
 - a. Verify that the escape has in fact taken place (including the number of escapees) and then instruct the CDC to immediately implement a Command Group Staff Notification pursuant to General Order 211.00 – Command Notification.
 - b. Ensure that back-up officers respond and set up a perimeter
 - c. Coordinate communications and coordinate efforts between Police Operations, Detention and CDC personnel
 - d. Instruct the CDC to initiate call-out procedures of Investigations Unit personnel pursuant to General Order 212.00 – Specialized Units Call-Out Criteria.
 - e. Meet with Detention Center personnel at the Center or at the location where the escape occurred.
 - f. Verify that the Detention Center personnel initiated a “lock down.”
 - g. Verify that Detention personnel conducted a head count and roll call.
 - h. Contact other law enforcement agencies in the area and request that roadblocks be established on primary and secondary roads leading out of Los Alamos County.
 - i. Assign an officer (detective, if possible) in to immediately initiate interviews of other inmates in an attempt to obtain information concerning the escape.
 - j. Assign a department member to receive and coordinate information relating to possible sightings and other information that may assist in the capture of the escapee(s).
- iii. Command Staff personnel will:
 - a. Prepare and issue, upon approval of the Chief of Police or his or her designee, a public announcement via the media to:
 - ◆ Inform the public of the escape and any precautions that should be taken
 - ◆ Give a description of the escapee(s)
 - ◆ Encourage the public to report any unusual situation or possible sightings of the escapee(s)
- iv. Responsibilities of Shift Supervisor and Detention Staff
 - a. Insure that the appropriate documentation is complete regarding any escapes or attempted escapes and forward it to Command Staff

- b. Insure that appropriate documentation is completed regarding any type of incident that threatens the Detention Center, inmates or department personnel and that this information is immediately forwarded to Command Staff.

3. Apprehension of Escapee(s)

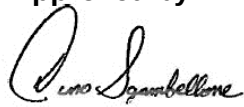
- i. Upon apprehension of an escapee(s), the On-duty shift Sergeant will:
 - a. Verify that the escapee(s) has been apprehended
 - b. Notify all personnel, law enforcement agencies and the media of the apprehension
 - c. Ensure the good physical condition of the escapee(s) and provide medical attention, if necessary
 - d. Restore the Detention Center to normal operations
 - e. Provide for more secure housing of the escapee(s), if necessary
 - f. Ensure the proper steps are initiated for the prosecution of the escapee(s).

4. Arrestee/Prisoner Interview Security Procedures

- i. The following locations are authorized for interviews and interrogations:
 - a. Investigations interview room
 - b. Visiting rooms in the Detention Center
 - c. Holding Cell
 - d. Detention Center library
- ii. When possible, the location of the interview should be searched prior to the arrestee/prisoner being placed in the room/cell.
- iii. All arrestees/prisoners shall be searched prior to the interview/interrogation process.
- iv. Arrestees/prisoners will not be left unattended in any location other than the holding cell in the Detention Center.
 - a. Prisoners receiving visitors from outside the Department will be secured in one of the Visiting rooms.
 - b. All interviews will be conducted in a designated area with audio recording at a minimum and with video, if possible.
 - c. All personnel in proximity to interview locations should be available to intervene and assist in the case of an emergency.
 - d. Unless otherwise directed by the on-duty shift supervisor or Operations Commander, all weapons shall be secured in locking gun boxes outside of the Detention Center. If no boxes are available, weapons shall be secured in the trunk of a Department vehicle.

- e. Outside of the Detention Center, officers will use their training and experience to decide whether or not to be armed during an interview/interrogation.
5. Interviews and interrogations shall be conducted in accordance with the following General Orders:
- i. 203.00 – Criminal Investigations
 - ii. 232.00 – Arrest Procedures
 - iii. 303.00 – Inmate Visitation
 - iv. 305.00 – Inmate Video Recording
 - v. 317.00 – Inmate Searches
 - vi. 322.00 – Master Control Room Duties and Responsibilities

Approved by:



Dino Sgambellone
Chief of Police

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315.00 Inmate Classification and Housing			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish procedures and guidelines for the classification and housing of inmates at the Los Alamos County Detention Center and for the housing of inmates at other facilities for the purpose of maintaining safety and security for the community, staff and other inmates.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide a systematic method of classifying and housing inmates for the safety and security of the community, staff and other inmates.

III. DEFINITIONS

CLASSIFICATION – means the assignment of inmates to groups based on their abilities, special needs, and identified characteristics.

HOUSING – means the specific accommodations within the Detention Center.

INMATE – means a person who is confined to a jail, prison, or psychiatric hospital.

SEGREGATION – means the enforced separation of inmates from other inmates or groups.

IV. PROCEDURES

A. Initial Classification and Housing

1. Classification begins during the intake process. A Detention Officer shall complete the booking process, including, but not limited to the following:
 - i. Booking Form
 - ii. Inmate ID sheet
 - iii. Medical Screening Form
2. Detention Officers, based upon the intake process, shall consider the following protection factors when making the initial classification and housing assignments for new inmates. When practicable, inmates exhibiting one or more of the following factors should be housed separately from the other inmates:
 - i. **INMATES SUFFERING FROM MENTAL DISORDERS** - Inmates known or appearing to suffer from mental disorders may require protection from other inmates who could assault, exploit or harass them. Inmates known or who

appear to be suffering from mental disorders may also present a threat to other inmates.

- ii. VULNERABLE INMATES - Detention Officers should be aware of inmates who are most likely to be assaulted physically or sexually. This may include inmates who are weak, small, vulnerable, young, law enforcement officers, and inmates accused or convicted of crimes against children.
- iii. COMMUNICABLE DISEASES – All inmates will be handled under the Universal Guidelines as adopted by the medical profession. They shall not be treated differently or housed separately unless an inmate advises, or it becomes apparent, that they have a communicable disease. To prevent the spread of the disease to others via airborne pathogens or through contact, such inmates will be housed separately whenever possible.
- iv. THREATS - Threats made by and between inmates should be taken seriously.
- v. INMATES WITH PHYSICAL HANDICAPS OR DISABILITIES – Inmates known or appearing to suffer from physical handicaps or disabilities may require protection from other inmates who could assault, exploit or harass them. Such individuals may require special accommodations, security and care. Detention Center personnel shall take the necessary steps to provide medical and other care as may be necessary or required.

B. Classification and Housing Review

1. Unless the new inmate is released from the Detention Center by a court order or through posting bond, a review of the classification and housing assignment will be conducted. The review will be completed by a Detention Shift Supervisor by completing the appropriate paperwork and submitting it to the Detention Administrator. Upon review, the Detention Administrator will make a new determination of classification and housing, if necessary or appropriate in accordance with the criteria and scores on the classification review sheet. Such re-classification may result in:
 - i. Housing in the general population
 - ii. Segregation within the Detention Center
 - iii. Housing in a facility outside of Los Alamos
2. Classification Score Sheet
 - i. Inmates whose classification score is thirty (30) or above may be moved to a facility able to provide appropriate housing, taking into consideration all of the protection factors and classification score sheet considerations. Such other facility shall have a written housing agreement with Los Alamos County and must be approved by the Detention Administrator prior to any inmate transfer.
 - ii. Inmates with scores less than thirty (30) will be housed in the Los Alamos County Detention Center, when practicable. Housing assignments will be made taking into consideration the protection factors.
 - iii. Extenuating circumstances may require deviation from this policy. Such circumstances will be reviewed by the Detention Administrator, or designee, who will make the final determination as to the placement of the inmate(s).

- iv. The Detention Administrator, or designee, shall conduct a review of each inmate's classification and housing assignment whenever material circumstances related to the inmate change or for inmates incarcerated for periods in excess of sixty (60) days.

Approved by:



Dino Sgambellone
Chief of Police

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316.00 Dental and Health Care Services for Inmates			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.08.04, 05, OPR.09.01, OPR.10.02		

I. PURPOSE

The purpose of this General Order is to establish procedures and guidelines for providing dental and health care to persons incarcerated in the Los Alamos County Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide inmates with access to appropriate medical and dental care whether on an emergency or non-emergency basis.

It is the policy of the Los Alamos County Police Department that all inmates are financially responsible for their medical and dental needs and services unless they can prove that they are indigent.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. Emergencies

1. In the event that an inmate has a medical emergency, the Detention Officer will administer first aid then notify the Consolidated Dispatch Center (CDC) and advise the Shift Supervisor that additional medical assistance is required. Los Alamos County Fire and Medical personnel will be dispatched and will provide additional medical care and determine if the inmate requires transport to the Los Alamos County Medical Center's Emergency Room. If transport is required it will be done according to policy.
2. An "Inmate Medical Request" form should accompany the inmate to the hospital or be forwarded as soon as possible. The form will be returned with the inmate that lists the inmate's diagnosis and instructions for care. The form will be placed in the inmates file upon return to the Detention Center.
3. At least one Detention or Police Officer shall accompany and remain with the inmate at all times while at the hospital. Additional armed personnel may be required as determined by the Shift Supervisor according to classification or inmate Risk.

B. Non-Emergencies

1. The following procedures will be followed for non-emergency medical and dental requests from inmates:
 - i. Upon request, the on-duty Detention Officer will provide the inmate a medical request form.
 - ii. The Detention Officer will make an appointment with a health or dental care provider that is under contract to the County. If the inmate specifies a different provider, such provider must be located within the County and the inmate must agree to be financially responsible for any payment. The inmate will be taken to the provider.
 - iii. Instructions and prescriptions will be obtained from the provider for any medical care required in the Detention Center.
 - iv. Prescriptions will be filled at the Los Alamos Medical Center pharmacy.
 - v. Inmates will NOT be allowed to do any of the following:
 - a. Perform direct patient care services
 - b. Schedule health or dental care appointments
 - c. Handle or have access to medical equipment
 - vi. Physical restraints may be used for medical and psychiatric purposes.
 - vii. All examinations, treatments and procedures covered by informed consent standards in the community are likewise applicable for inmate care. In the case of minors, the informed consent of a parent, guardian or legal custodian applies when required by law. Health care may be rendered against an inmate's will only in accordance with applicable laws, or if inmate is unconscious and unable to make a decision on their own behalf.
 - viii. The healthcare provider will maintain all medical records of inmates and keep the information confidential except as to information concerning the inmate's medical management and ability to participate in programs. Written authorization by the inmate is required for the release or transfer of any medical record(s).
 - ix. All medical and dental requests and documentation will remain in the inmate's Medical files.

- x. Inmates will not be used or allowed to participate in any medical, pharmaceutical or cosmetic experiments.

C. Medications

1. The following procedures will be followed in regards to inmate medications:
 - i. All medications and prescriptions will be verified through the prescribing medical care provider or issuing licensed pharmacist. Medications may be dropped off by family members and verified through the same process as new prescriptions. The following medications will be banned from the facility for security purposes: Suboxone, Methadone, and Liquid Morphine acceptable in pill form.
 - ii. As an added level of security all medications must be verified online through drugs.com pill identifier. Medications can be verified by giving the imprints on the tablet or capsule, along with color and shape. And the corresponding pill will display to ensure that the right medications have been given or brought in by family prior to administration.
 - iii. All medications will be secured in the locked medicine cabinet located in the Control Room. The assigned officer will prepare and document times, amounts and types of medications dispensed. All medications will be dispensed to the inmate in view of the camera.
 - iv. Detention Officers will ensure that all medications are dispensed to inmates as prescribed, at the times and in the dosage ordered. Staff dispensing medication that requires the staff member to physically apply the medication (as opposed to the dispensing of the medication) will be properly trained in the techniques for administering that medication by a licensed medical practitioner.
 - v. Medication purchased by the Detention Center will be given to the inmate or destroyed by the detention staff upon the inmate's release. Narcotic prescriptions WILL NOT be given to released inmates but shall be placed in box in the medical cabinet that is destroyed by the pharmacy worker that comes and reviews records ONLY non-narcotic prescriptions will be given to inmates upon their release.
 - vi. Detention Officers are responsible for insuring that the correct medication(s) in the correct dose are administered to the correct inmate in accordance with the directions of the physician.
 - vii. Detention Officers shall document the dispensing of medications on the appropriate inmates Medication log. Both the Detention Officer and the inmate will sign the log each time the medication is dispensed.

- viii. Detention Officers will inspect the inmates to ensure that the medication was taken and swallowed. Such inspection includes the inmates' mouths. Officer will check both Cheeks and under the inmates tongue to ensure that he/she has not stored the medication in any concealable areas. All medicines will be dispensed to inmates in a disposable medicine cup.
- ix. Detention Officers may dispense common over-the-counter medications (aspirin, acetaminophen, ibuprofen and cold or allergy relief medicines) to inmates for relief from such appropriate common ailments. The dispensing of these medications shall be logged in the same way as any other medications. All narcotic medications will also be logged on the "Narcotic Log" sheet.
- x. Detention Officers will be trained once a year on assisting with self-medication.

D. First Aid

- 1. All Detention Officers will be trained in, and maintain, certifications in First Aid and CPR. The Detention Supervisor shall track all certifications of Detention Officers and arrange for all necessary and appropriate training to acquire and maintain the required certifications.
- 2. The Detention Center shall always have a First Aid Kit on-hand. The kit will be kept in the booking area and inspected on a weekly basis by the Detention Supervisor. The Detention Supervisor will record such inspections in the on the appropriate inspection form(s) and replenish the kit with necessary materials in a timely manner.
- 3. Procedures for gaining access to medical services shall be available to all inmates and clearly posted in areas accessible to the inmates and in the inmate handbook. No employee shall refuse or hinder an inmate's right to medical attention nor impose restrictions on a physician pertaining to the practice of medicine, except as may be necessary for the security and safety of the Detention Center. Detention staff shall not release any information relating to an inmate's medical records.

E. Booking

- 1. During the booking process, a screening form will be completed on each detainee. This screening is to determine if any medical attention is required. The screen will, at a minimum, consist of the following documentation:
 - i. Current health of the detainee
 - ii. Medications taken by the detainee

- iii. Intoxicants inmate may be under influence of that may compound medical state.
- iv. Behavior, including state of consciousness and mental status
- v. Body deformities, trauma markings, bruises, lesions, lacerations, jaundice, ease of movement, etc. such injuries will be documented by photographs.
- vi. Serious and infectious diseases will be handled in accordance with universal precautions and under the guidance of a licensed medical practitioner (contact the physician on-duty at the LAMC Emergency Room). Medical examinations will be provided to all staff during Pre-hire physicals and inmates who are suspected of carrying a communicable disease.

Approved by:



Dino Sgambellone
Chief of Police

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317.00 Inmate Searches			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.10.05		

REFERENCES

The following references denote American Correctional Association Standards that apply to this General Order and with which all Detention Officers should refer and become familiar with in the course of their duties and responsibilities:

4-ALDF-2A-20, 4-ALDF-2C-01, 4-ALDF-2C-03-4, 4-ALDF-2C-06, SJ-090 AND SJ O91.

I. PURPOSE

The purpose of this General Order is to set forth guidelines and procedures for determining the legality, conduct and prudence of prisoner searches.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide an environment in the Detention Center that is free from weapons, drugs and other contraband for the safety of staff, visitors and other inmates.

JUSTIFICATION

Law Enforcement and Detention Officers conduct searches of arrestees and inmates to prevent the introduction of weapons, drugs and other contraband into the Detention Center. These searches are for the protection, health, safety and welfare of staff, inmates and visitors as well as to ensure the orderly effectiveness and efficiency of operations.

III. DEFINITIONS

BODY CAVITY SEARCH – means the search or inspection of an individual's body cavities (anus, vagina, ears, nose and/or mouth) that involves touching or probing with the hands or an instrument.

CLOTHING SEARCH – means a search of a person's clothing wherein the person is required to disrobe one item of clothing at a time and pass the item to the searching officer for inspection. There is no physical contact between the officer and the inmate and the inmate is not required to remove undergarments.

PAT SEARCH – means a search of the person's clothing in which the clothing is not removed and the officer makes physical contact with the individual being searched.

STRIP SEARCH – means the visual examination of an individual's naked body for weapons, drugs or other contraband. A strip search requires the removal of all clothing. Any search that requires the individual to remove or rearrange some or all of their clothing to permit the inspection of their breasts, buttocks or genitalia shall be treated as a strip search and is subject to the limitations described in this General Order.

IV. PROCEDURES

A. Searches At Initial Intake

1. **Pat Searches** will be conducted on **ALL** individuals being booked into the Detention Center in order to prevent the introduction of weapons, drugs and other contraband. Such searches will be conducted regardless if the inmate has been searched in the field by arresting officers or that may have been transferred to the Detention Center from another facility. All searches will be conducted **prior** to the individual being accepted into the Center.
2. **Clothing Searches** will be conducted on **ALL** individuals issued a Detention Center uniform. Such search shall be conducted at the time of the clothing change.
3. **Strip Searches** conducted of arrestees on intake must be approved *in advance of the search* in writing by the Detention Administrator, or Detention Shift Supervisor. . If these parties are not available, any sworn commander, the Deputy Chief and Chief should can give approval for strip searches. Only upon reasonable suspicion to believe that the arrestee may be in possession of weapons, drugs or contraband **and** in conjunction limited circumstances listed below. All strip searches must be documented in the form of an Incident Report written by the searching officer that specifically includes the reason for the search, who granted authority for the search and the results of the search.
 - i. Circumstances warranting the strip search of an arrestee on intake:
 - a. There is reasonable suspicion to believe the arrestee is carrying or concealing contraband because one (or more) of the charge(s) for which the individual is being booked involved the possession, distribution or use of controlled substances or the arrestee's use of violence and/or weapons.
 - ii. Even though the arrestee's charges do not involve drugs, weapons or violence, there is reasonable suspicion to believe the individual is concealing contraband because:
 - a. The arrestee has a criminal record that includes convictions for crimes involving drugs, weapons or physical violence (so long as the convictions are sufficiently serious and recent to create a reasonable suspicion that the individual is carrying or concealing contraband);
 - b. The arrestee used or concealed contraband or attempted an escape during a prior incarceration;
 - c. The arrestee's appearance and demeanor or actions suggest that s/he is carrying or concealing contraband;

- d. The circumstances surrounding the arrest suggest the arrestee is carrying or concealing contraband;
- e. The Detention Staff has learned from a credible third party that the arrestee may possess weapons, drugs or contraband; OR
- f. The officer conducting the pat down search of the individual discovered evidence of a suspicious object beneath the arrestee's clothing.
- g. Other circumstances which may contribute to a determination of reasonable suspicion but which are insufficient standing alone include:
 - ◆ Whether the arrestee will be intermingled with the general population;
 - ◆ Whether the arrestee has a known gang affiliation.

B. Searches After Intake

1. Inmates residing at the Detention Center are also subject to searches after booking under the following circumstances:
 - i. **Pat Searches** are the most common type of search used in the Detention Center. Pat searches should be conducted by officers whenever an inmate departs from, or returns, to a secure area.
 - ii. **Strip Searches** are utilized when there is reasonable suspicion to believe the inmate is in possession of contraband that cannot be determined by a pat search and the circumstances described below:
 - a. Circumstances **requiring** a strip search of an inmate:
 - ◆ The inmate is returning to the Detention Center from outside activities, such as supervised leave, work release, work detail, court, medical treatment and medical furloughs, etc.; and
 - ◆ Before and after every contact visit.
 - b. Circumstances justifying a strip search but which require the approval of a supervisor:
 - ◆ The inmate participated in an activity where s/he had an opportunity to mingle with individuals from outside of the Detention Center, particularly where there were large numbers of people and minimal supervision of the inmate(s);
 - ◆ The inmate is being admitted /discharged from maximum security or the Mental Health Unit;
 - ◆ The inmate is being placed on suicide watch;
 - ◆ When credible information is received that the inmate possess contraband; or

- ◆ When an officer discovers evidence of a suspicious object beneath the inmate's clothing.

C. Search Procedures

1. Searches may only be conducted by staff of the same sex as the inmate and who have been properly trained in search techniques that protect both the staff and the inmate from bodily harm and civil liability. The least invasive form of search indicated (given the type of contraband and suspected method of introduction or concealment) shall be conducted. The subject should not be touched any more than is necessary to conduct a comprehensive search of their person.
2. **SEARCHES SHALL NEVER BE CONDUCTED FOR THE PURPOSE OF DEGRADING, HARASSING, EMBARRASSING OR PUNISHING THE INMATE(S).**
3. Pat Searches are conducted by an officer of the same sex as the individual being searched. Pat searches should be performed prior to departure from any secure area and when there is reasonable suspicion to believe an inmate is in possession of contraband. Always have new arrestees remove all of their personal property from their pockets and ask them if they have any weapons of any kind in their possession and where they are located before conducting a search. Pat searches shall be conducted as follows:
 - i. Stand behind the individual being searched;
 - ii. Have the inmate remove hat, unbutton coat or jacket, and empty all personal articles from the pockets;
 - iii. Put on gloves
 - iv. Run hands under the shirt collar and upper part of the arm to the wrist. Bring hands back along the underside of arms and armpits, sweeping hands down the front of the shirt to the belt from front to back. Run hands down the front and back of the legs to the shoe tops and back up along the sides of the legs, sweeping the hands from the collar to the belt. If an object is detected, try to identify it by gently squeezing it before attempting to remove it;
 - v. Have the arrestee/inmate remove shoes and socks;
 - vi. Examine hat, shoes, socks and other articles;
 - vii. When searching large groups of inmates, such as work details, line up all inmates with hats off, coats unbuttoned and pockets emptied;
 - viii. Do not allow inmates to intermingle during searches. Inmates that have not been searched shall not be allowed to mingle with those who have; and
 - ix. After the search is complete, check the area for contraband dropped or discarded by the inmate(s).
4. Clothing Searches are conducted as part of the inventory of the arrestee's belongings when the individual is changed over to a detention uniform. Clothing searches are conducted by an officer that is of the same gender as the individual being searched. Clothing searches shall be conducted as follows:
 - i. The search will be conducted in an area that assures privacy.
 - ii. Prior to beginning the search, conduct a pat-down search of the individual.
 - iii. Instruct the individual to face you and remove one item of clothing at a time.
 - iv. Manually check the clothing for weapons, drugs and other contraband.
 - v. Allow the individual to retain their undergarments or the last item of clothing needed to cover their breasts, genitalia and buttocks. If the individual is not

wearing underpants, have them empty all pockets and run your thumb around the inside of the waistband and thoroughly check the hems and seams of the clothing.

- vi. Do not require the individual to remain unclothed for longer than the minimum time necessary to inspect each article of clothing.
 - vii. Provide the individual with a detention uniform and secure their personal belongings.
5. Strip Searches shall only be conducted by detention staff who are the same gender as the subject and who have been trained to conduct strip searches. When possible, two detention staff of the same gender as the subject will be present during strip searches. No non-essential personnel may witness a strip search. Strip searches shall be conducted as follows:
- i. Isolate the individual pending approval for the search.
 - ii. Conduct the search in an area that assures privacy.
 - iii. Conduct the search in a tactful, professional manner.
 - iv. During the strip search, do not touch the subject except as required to control them.
 - v. Have the subject remove their clothing.
 - vi. Physically examine the following areas:
 - a. All clothing;
 - b. Shoes, inside soles and heels;
 - c. Socks, turning them inside out;
 - d. Run fingers over linings, seams, collars, cuffs, waistband and fly;
 - e. False teeth, artificial limbs, plaster casts;
 - f. If applicable, under bandages and dressings; and
 - g. Have the subject run their fingers through their hair. Check for wigs and hairpieces.
 - vii. Visually examine the following areas:
 - a. The inside and outside of the subject's ears;
 - b. The subject's nostrils and mouth (above and below the tongue);
 - c. Under the subject's breast area and fatty rolls (when necessary). Have the subject lift their breasts and separate fatty rolls.
 - d. The subject's hands, torso and back; and
 - e. The subject's genital area. To obtain a clear view of the groin area:
 - ◆ Have the subject lift their penis and testicles
 - ◆ Have subjects with thick pubic hair, part their pubic hair;
 - ◆ Have the subject bend over and spread their buttocks;
 - ◆ Have the subject squat and instruct them to cough 3-5 times and then re-inspect the rectum/vaginal area;
 - viii. Immediately after conducting the search have the subject dress in appropriate attire.
6. Body Cavity Search:
- i. The Detention Center **DOES NOT** conduct body cavity searches. Should a strip search and/or other information lead an officer to believe that an individual is concealing contraband, a weapon, or evidence within a body cavity, the

detention officer shall consult with the Detention Administrator to determine whether sufficient justification exists for a body cavity search. Body cavity searches shall only be performed by healthcare personnel under conditions that give due regard to hygiene and the subject's privacy.

D. Search Documentation

1. Immediately following a strip search, the officer performing the search shall submit a written report through the on-duty supervisor to the Detention Administrator that describes the following:
 - i. Date, time and location of the search;
 - ii. Identities of the officer(s) conducting the search, supervisor approving the search, and any others present for the search;
 - iii. Identity of the individual searched;
 - iv. Inmate's charges;
 - v. Reason(s) for the search;
 - vi. A description of the nature and extent of the search;
 - vii. Description of the search results, e.g., type of contraband found; and
 - viii. Any other pertinent information.

E. Disposition of Contraband

1. All contraband found during searches will be confiscated. Illegal contraband will be handled as evidence; turned over to the investigating officer for prosecution, and entered on a Chain of Custody form.
2. Confiscated contraband shall be handed to the Detention Shift Supervisor along with a detailed incident report.
3. Officers identifying inmates possessing contraband will complete a Disciplinary Report and Chain of Custody forms.

Approved by:



Dino Sgambellone
Chief of Police

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318.00 Inmate Privileges			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish privileges for inmates held in the Detention Center that are intended to help maintain a safe and secure environment.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide limited privileges for inmates who comply with the rules and regulations for inmates in the Detention Center.

III. DEFINITIONS

Privilege – means something granted to a person as a means of recognizing good behavior.

Commissary – means food and hygiene products that may be purchased through the Detention Center.

IV. PROCEDURES

1. Inmates are allowed privileges as a way to help control behavior and to recognize good behavior. Privileges are classified into two categories:
 - i. Immediate Privileges
 - a. Day room
 - b. Exercise
 - c. Library
 - d. Coffee
 - ii. Earned Privileges
 - a. Commissary
 - b. Personal property within the cell
2. Medical attention will be provided. Non-emergency medical needs may be prioritized according to need and the availability of doctors. For treatment of a non-emergency nature, inmates are expected to pay for the medical services they receive at the time of their visit. The County will only pay for services provided to proven indigents and injuries or illnesses contracted in the Detention Center. Dental visits are scheduled with the available dentists with the same requirement for payment as medical services. Emergency medical treatment is provided through the Los Alamos Medical Center urgent care physicians. The detention staff or the supervisor in-charge at the time will determine if the situation is an emergency.

3. Cell assignments of an inmate are at the discretion of the detention officer on-duty. If there is a conflict with another inmate in the cell assigned, the cell assignment shall be changed. Detention staff has the authority to move an inmate to another cell at any time they believe it is necessary to maintain good order.
4. Inmates are allowed to purchase items from the commissary. Inmates that are determined to be indigent will have their hygiene products provided to them by the Detention Center.
 - i. Indigent package will include:
 - a. One (1) toothbrush
 - b. One (1) 1.25 oz soap bar
 - c. Two (2) .85 oz toothpaste
 - d. one (1) 1.5 oz deodorant
 - e. One (1) flexible pen
 - f. Five (5) envelopes
 - g. Ten (10) sheets of blank paper
 - h. Four (4) pairs of socks
 - ii. All items are to be dispensed on commissary day and only as needed.
 - iii. **INMATES CAN BEGIN COMMISSARY PRIVILEGES IMMEDIATELY, IF THEY ARE SERVING A SENTENCE.** The Detention Center will provide basic hygiene supplies to the inmate prior to seven days of incarceration.
 - iv. Admissions kit will include the following items:
 - a. One (1) toothbrush
 - b. One (1) toothpaste single use packet
 - c. One (1) 1.25 oz soap bar
 - d. One (1) sin comb
 - e. Two (2) pair socks
 - f. Two (2) pair boxers (men only)
 - g. Two (2) pair underwear (women only)
 - h. Two (2) uniforms top and bottom
 - i. One (1) sweatshirt
 - j. One (1) pair shoes
 - k. Two(2) blankets
 - l. One (1) flat sheet
 - m. One (1) fitted sheet
 - n. One (1) bath towel
 - o. One (1) wash cloth
 - p. One (1) bowl
 - q. One (1) coffee cup
 - r. One (1) drinking cup
 - s. One (1) spork
 - v. Other items may be requested through the staff to the Detention Administrator.
ALL ITEMS COMING INTO OR GOING OUT OF THE DETENTION FACILITY ARE SUBJECT TO SEARCH, INCLUDING VISITORS.
5. Cleaning of the Detention Center, cells and grounds is the responsibility of the inmates. The staff will provide the necessary cleaning supplies and equipment.

Failure to keep the Detention Center clean may result in the reduction or elimination of privileges.

6. Inmates on porter duty will be supervised at all times while they are cleaning the facility. Additionally, the cleaning cart will not be left unattended by Detention Staff unless it is locked away for storage.
7. All inmates within a cell are subject to discipline if a violation of the rules occurs and it cannot be determined who was in violation.
8. Showers are located in the day rooms and inmates will be allowed to take showers as desired unless it interferes with the control and security of the detention center. Inmates will be required to shower at least every other day.
9. Telephone services are provided on "collect call" basis only. Calling cards are available for purchase through commissary. An exception to this is in an emergency regarding the inmate. I.E. family member is in the hospital. This will be at the discretion of the shift supervisor or designee.
10. Cell items are restricted to the following:
 - i. Four (4) pairs of socks
 - ii. Four (4) pairs of underwear
 - iii. Four (4) plain white T-shirts
 - iv. Three (3) items of reading material
 - v. One (1) writing tablet
 - vi. Two (2) pencils or pens
 - vii. One (1) watch
 - viii. Items purchased from the commissary
11. Medications must be prescribed by a physician or recommended as an over-the-counter purchases. Over-the-counter medications will be restricted to a five-day supply unless recommended for a longer time by a physician. All physician recommended over-the-counter medications must be in writing. After five days, an inmate may request a conference or an appointment with the attending physician.
12. Inmates will be issued the following items:
 - i. Two (2) blankets
 - ii. One (1) slip cover sheet and one (1) cover sheet
 - iii. One (1) towel
 - iv. One (1) pair of slippers
 - v. Two (2) jail uniforms
13. Hygiene products such as toothpaste, soap, shampoo and toothbrush will be issued to inmates for the first seven days of incarceration. After seven days these items may be purchased through commissary unless inmate is indigent.
 - i. Standard tooth brushes are prohibited in the jail facility. Only toothbrushes ordered from a jail supply company that cannot be used as a weapon will be allowed in the facility for inmate use.
 - ii. Razors will be issued at the shift commander's discretion. Date and time when the razors are issued and recovered will be documented on the Razor Log. When all razors are recovered for the day, they will be placed in a bag and

turned in to the Detention Supervisor for accountability of all razors issued. The Detention Supervisor will dispose of all razors.

14. Linens and uniforms will be laundered every other day. Soiled uniforms and linen will be replaced as needed. The Detention Center will provide for the thorough cleaning, and when necessary, disinfecting of inmates clothing before storage.
15. Inmates are encouraged to write letters to relatives and friends. The Detention Center provides postage at the rate of three (3) letters per week for indigent inmates. The Detention Center will not mail requests from magazine or newspaper advertisements. If an indigent inmate chooses to mail more than three (3) items per week, they must provide their own postage.
16. Standard pens and pencils are prohibited in inmate areas of the facility. Special rubberized pens and pencils that cannot be used as a weapon will be the only writing instruments given to inmates.
17. Contact visits are prohibited unless ordered by a court for legal purposes. Visits are limited to fifteen (15) minutes per inmate with a maximum of two (2) visits a day. Clergy and attorneys may visit at any time, dependent on the availability of staff. Special arrangements may be made for visitation through the Detention Supervisor or a Detention Officer III on-duty. Visits may be terminated at time the inmate becomes violent or for other security purposes.
18. Inmates are provided the opportunity to attend/participate in special programs provided in the Detention Center. These programs include religious programs for all denominations, educational programs, Alcoholics Anonymous meetings, Anger Management, Counseling for addictions is also available upon request and availability.
19. Detention officers will conduct random cell searches at least once a week.
20. A copy of the Detention Policies will be provided to inmates upon request.

Approved by:



Dino Sgambellone
Chief of Police

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319.00 Inmate and Prisoner Transport			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.01.08, OPR.08.01 thru .06, OPR.09.01		

I. PURPOSE

The purpose of this General Order is to establish standards and procedures for the transporting of inmates.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide the necessary level of supervision and control for the transportation of individuals incarcerated in the Detention Center for court appearances, medical appointments or other approved destinations. This includes the extradition of individuals from other jurisdictions to Los Alamos.

III. DEFINITIONS

AIRLINE TRANSPORT – means the use of a public or private airline to move inmates from one location to another and that is deemed to be too far or too dangerous for ground transportation.

POLICE OFFICER – means a Police Officer who has been trained and qualified to carry firearms, and is authorized to make arrests.

ARMED DETENTION OFFICER – means a Detention Officer or Public Service Aide who is certified and trained to carry a TASER. Detention Officers and Public Service Aids are not authorized to carry a firearm while transporting a prisoner.

EMERGENCY ACTIONS – means the procedures that a transport officer or team of officers will utilize during any type of emergency, such as traffic crash, inmate illness, escape or attempted escape.

ESCAPE – means an attempt or successful evasion of custody by an inmate.

HOG TIE – means restraining an inmate by tying the handcuffs to the leg irons in such a manner as to prevent the prisoner from being able to move either hands or legs. *This practice is not allowed and will not be utilized.*

HIGH RISK INMATE – means an inmate that due to behavior, prior history of escape or escape attempts, mental instability and /or history of violence. (a Police Officer will be utilized for transports of high risk inmates)

ICE – Immigration and Custom Enforcement

INMATE or PRISONER – means a person confined in a detention facility who has been charged with a violation of any Federal, State or Local law.

INMATE TRANSPORT – means the transportation of an inmate from one location to another (usually from one jurisdiction to another) or an inmate of the Detention Center to a court, medical appointment, or other approved destination.

PUBLIC CONTACT – means any type of contact with the community outside of the Detention Center.

REQUIRED DOCUMENTATION – means the official documents needed for the transport of an inmate to court, to or from other facilities, or medical appointments. Official documents would include, but are not limited to, transport orders, judgments and sentences, warrants, extradition papers, court orders, medical requests and a picture with description of the individual being transported.

RESTRAINTS – means devices used to secure an inmate's hands and legs during transport. They include, but are not limited to, handcuffs, belly chains, leg irons, and Stun Cuffs. Restraints will be kept on the inmate during the entire transport unless asked to be removed by the court or a physician.

SEARCHES – means the close physical inspection for weapons, illegal drugs or other contraband of the transport vehicle and of an inmate who is being transported outside of the Detention Center for any reason.

TRANSPORT OFFICER – means a Police Officer, Detention Officer or Public Service Aide.

TRANSPORT VEHICLE – means a police unit, detention van or other vehicle that is used to transport a prisoner or inmate outside of the Detention Center. This vehicle must be equipped with a security screen between the front and rear seats.

UNARMED DETENTION OFFICER – means a Detention Officer or Public Service Aide who is not carrying a TASER.

WEAPONS – means the sidearm carried by a Police Officer during an Inmate Transport. A weapon may also be a shotgun, rifle or other authorized firearm.

IV. PROCEDURES

A. Transports

1. Transport officers will notify the Consolidated Dispatch Center (CDC) **by means other than radio** of the transport. This notification shall be made **prior** to the actual transport and include information pertaining to the time of the transport, location or destination, and the reason for the transport. Transport officers will only advise the CDC by radio that they are enroute to the destination, arrived at the location, back enroute to the Detention Center, arrival at the Detention Center, or a request for assistance in case of an emergency or an escape of an inmate. At no time will transporting officers broadcast over the radio where they are going or who they are transporting. Transport Officers will carry a radio on their person with them while conducting transports out of the Los Alamos County Judicial Complex. The radio

should be functioning and turned on. (The radio may be turned off while in open court and/or an earpiece can be used.)

2. All transports will be conducted with the appropriate level of supervision.
 - i. In-county transports, medical, District, Magistrate and Municipal Courts, work details and work releases will be conducted by at least one armed or unarmed Detention Officer or at least one Police Officer as deemed necessary by the Detention Shift Supervisor. If Detention cannot fulfill this transport a Police Officer will assist.
 - ii. Misdemeanor transports may be conducted by one Armed or Unarmed Detention Officer, Felony transports may be conducted by one Armed Officer or Unarmed /Armed Detention Officer.
 - iii. If inmate is deemed by Detention Shift Supervisor to be high risk (refer to definition), one armed Officer and one Armed or Unarmed Detention Officer will conduct the transport.
 - iv. Out of County transports will be conducted by two officers. One Police Officer and one armed or unarmed Detention Officer, or One armed Detention Officer and a second armed or unarmed Detention Officer.
 - a. Exception: at the discretion of the Detention Shift Supervisor, one Police Officer or one armed Detention Officer may be used for transporting non high risk inmates to out of county treatment facilities or programs.
 - v. Transporting High Risk inmates inside or outside of the county will be conducted with a minimum of two officers, Detention or Police. At least one of which must be a Police Officer.
 - vi. All female inmates being transported will require the same amount of supervision as outlined in this General Order with the provision that a female police officer or female detention officer be included in the necessary transport officer count.
 - a. If a female officer is not available to conduct a female inmate transport, two male officers may be utilized. These officers will call the CDC with the time and beginning mileage at the time of departure from the Detention Center and with the time and ending mileage when arriving at the scheduled destination. The officers will call the CDC with the time and beginning mileage at the time of departure from destination and with the time and ending mileage at the time of arrival back at the Detention Center. This procedure will be utilized at any time that a female inmate is transported in county or out of county.
 - vii. All juvenile inmates will be transported using the same criteria as for adult inmates.
 - viii. Inmates classified as high risk (male or female) will be transported by a minimum of two officers, one of which must be a Police Officer.

3. The Los Alamos County Detention Center may at times contract with an outside transport company for the transport of inmates. The individual transport company will follow their own procedural guidelines regarding the security of the inmate.
4. Detention Shift Supervisors will send an e-mail to all Detention Staff advising of all transports and transport details as soon as Detention Staff becomes aware of the transport.
5. The transport officer(s) will confirm the inmate's identity prior to transport.
6. The transport officer(s) will utilize restraints such as handcuffs, transport belts/chains, and leg irons, and stun – cuff magnum as authorized and required by Los Alamos Detention Center policy 308.00 Use of Force
7. The transport officer(s) will maintain transport logs listing the names of inmate(s) destination, destination arrival and departure time, mileage of trips, hours required, and any unusual occurrences.
8. The transport officer(s) will carry with them the following documents.
 - i. Booking face sheet containing a photo and description of each inmate being transported out of county.
9. The transport officers(s) must have the original copies of a commitment order when transporting an inmate to any State or Federal Correctional Facility or to another facility not within the jurisdiction of Los Alamos County.
10. copies of a commitment order, transport order/request, medical request or other required documentation will be necessary for all other transports.

B. Transport Vehicles

1. The transporting vehicle is an extension of the Los Alamos Police Department and all of the Policies and Procedures regarding Officers and inmates apply.
2. The transporting vehicle will always be inspected before and after every transport to ensure escape paraphernalia and/or contraband is not present.
3. All transport vehicles must have a barrier (security screen) between the front and rear seats.
4. All transport vehicles should allow for communication between the front and rear of the vehicle.
5. All transport vehicles will have a device or be modified so that the rear doors and windows of the vehicle cannot be opened from inside of the rear compartment.
6. The inmate should be seated and seat belted in a position where the transporting officer can best view the individual and his or her movements.

C. Responsibilities,

1. During the Transport of an inmate the transport officer will never:
 - i. Leave the inmate(s) unattended in the vehicle or place of appointment.
 - ii. Allow anyone near or in the vehicle that is not authorized for interviews, visits or conversations with the inmate.
 - iii. Make unscheduled stops for personal or other business.
 - iv. Allow any distractions that would impair the judgment of the Officer away from his or her duties to include personal phone calls, reading of newspapers, books or magazines and engaging in lengthy conversations.
 - v. Secure an inmate to any object or another inmate or utilize any "hog tie" technique.
2. During the transport of inmate(s) the Officer will:
 - i. Ensure the inmate(s) assigned for transport are thoroughly checked for proper identification, searched for contraband, and appropriate paperwork is in order.
 - ii. Ensure all inmate searches will be conducted in accordance with General Order 317.00.
 - iii. Ensure the inmate(s) are properly restrained before transporting.
 - iv. Proceed to and from destinations in a safe and timely manner.
 - v. Advise the Detention Shift Supervisor of any alternate travel routes taken.
 - vi. Maintain constant visual supervision of the inmate(s).
 - a. In situations where the inmate must utilize a restroom the restroom must be searched for possible weapons, paraphernalia and escape opportunities prior to the inmate being allowed to use it unsupervised.
 - b. When transporting inmates to medical appointments the transporting officer shall cooperate with medical personnel and hospital protocols to the fullest extent possible without compromising the security of the inmate, the safety of the inmate, medical personnel, officer or public. In the event a dispute arises with medical personnel involving the security of the inmate which cannot be immediately resolved, the Detention Administrator will be immediately notified.
 - c. Before, during and after court proceedings an inmate may have a private conversation with his or her attorney. If the conversation occurs in a room which cannot be visually monitored by the transport officer, the room shall first be searched for possible weapons, paraphernalia and escape opportunities.
 - d. Anytime visual supervision has been interrupted, the inmate will be immediately searched after visual supervision has been regained.

- vii. Be aware at all times of surroundings and alert to situations that could cause a threat to the security of the Officer, inmate, public and/or the vehicle.
 - viii. Ensure that lethal or non-lethal weapons are protected and used in accordance with the Los Alamos County Detention Center policies.
 - ix. Ensure that assistance is requested during the loading and unloading of inmates with special needs into or out of the transport vehicle.
3. The Detention Shift Supervisor will be responsible for:
- i. The coordination of all inmate transportation, including court appearances, medical appointments etc.
 - ii. Contacting the Patrol Watch Commander for armed officer assistance when a high risk inmate must be transported.
 - iii. Ensuring appropriate training of transport staff, including:
 - a. vehicle operation
 - b. use of restraint equipment
 - c. roadside emergency procedures
 - d. escape prevention/response techniques
 - e. emergency communications and other training as appropriate

D. Emergency Actions During Transport

1. In the event the transporting officer(s) are involved in a **traffic crash**, the transporting officers must adhere to the following procedures:
 - i. Check for injuries and render aid unless unable to do so.
 - ii. Contact local law enforcement and emergency medical services, if necessary.
 - iii. Contact the Consolidated Dispatch Center (CDC) and have them advise the on-duty supervisor or Operations Commander who will arrange for assistance to the transporting officer(s). Such assistance may include sending another vehicle to continue the transport, or if necessary, to provide transportation back to Los Alamos. The shift supervisor or Operations Commander will also make any necessary arrangements to notify the families of the officer(s) or inmate of any injuries.
 - iv. Maintain security of the inmate. This may involve having the local law enforcement agency transport the individual to the nearest Detention Facility.
 - v. Comply with the requirements of General Order 206.00 – Traffic Crashes Involving Department Vehicles.

2. In the event a transport **vehicle malfunctions** outside of Los Alamos County, the following procedures shall be followed:
 - i. Prior to leaving on long-range trips, transport officers will obtain a gas card and a credit card from the Administrative Office. The gas credit card may only be used for gas, oil, windshield, brake and transmission fluids. The other credit card may be used to pay for repairs to the vehicle after the on-duty shift supervisor authorizes the amount. This would include, for example, batteries, shocks, lights, hoses, etc., but not major repairs such as transmissions, radiator repairs or engine damage.
 - ii. If one of the transporting officers can fix the problem, such as a flat tire, then one officer shall perform the repair and the other shall maintain security of the inmate.
 - iii. If the vehicle repair cannot be immediately performed by one of the transport officers, they shall notify the CDC, advise them of the situation, direct them to contact the Detention Administrator and notify the law enforcement agency in the jurisdiction of the break-down to request that they assist in providing security for the prisoner while the other transport officer arranges for the vehicle repair. The transport officer with the vehicle shall contact the on-duty shift supervisor, to advise of the estimated cost of the repairs and get prior authorization for the expenditure.
 - iv. If the breakdown is a major malfunction, the transporting officers will contact the CDC, advise them of the situation and location, direct that the Detention Officer in-charge be notified as well as the on-duty Shift Supervisor. The CDC will also contact the law enforcement agency in the jurisdiction of the breakdown to request assistance in securing or housing the inmate until such time as other arrangements can be made. One of the transporting officers shall maintain security of the inmate and the other shall advise the on-duty shift. The on-duty shift supervisor shall arrange for transportation and to have the out-of-service vehicle towed to the County's Fleet Maintenance facility.
3. In the event of **illness** to either a transporting officer or the inmate, the following procedures are to be followed:
 - i. If the inmate becomes seriously ill, arrangements shall be made for medical services by a medical practitioner as soon as possible.
 - ii. The transporting officer shall notify the CDC as soon as possible and advise them of the situation and location and to contact the destination facility to advise of the delay.
 - iii. If one of the transporting officers becomes ill during a transport, the officer's discretion and judgment will determine if the transport will continue or discontinue.
 - iv. If a transporting officer becomes too ill to continue the transport, the CDC shall be notified as soon as possible and advised of the situation. The CDC will notify the Detention Administrator or Detention Officer in-charge of the situation and the on-duty supervisor. The on-duty Detention Shift Supervisor

will make the necessary arrangements for the officer and direct the CDC to notify the destination facility of the delay.

4. In the event that an inmate **escapes** during a transport, the following procedures are to be followed:
 - i. The transport officer(s) should exhaust all efforts to immediately apprehend the escapee if safe to do so.
 - ii. Transport officer(s) will maintain security of any other inmates in their custody
 - iii. Transport officers will contact the CDC and advise of the situation and location.
 - iv. CDC personnel will notify the shift supervisor who shall direct any further notifications.
 - v. The CDC will notify all local law enforcement agencies and the State Police in the area of the escape.
 - vi. The CDC will provide a full description of the escapee(s), photographs, and any information that may be useful in the search and apprehension of the escapee(s) to agencies assisting in the incident.
 - vii. The PIO or his or her designee will notify the media of the escape and provide a full description of the escapee(s), photographs, and any additional information that may helpful in apprehending the escapee(s).
 - viii. The transport officer(s) will complete a thorough Incident Report detailing the escape immediately upon return to the Department. Such report shall be submitted to the on-duty shift supervisor prior to going off-duty.
 - ix. The on-duty supervisor will initiate an investigation into the circumstances and cause of the escape and forward a report to the Detention Administrator Commander, Deputy Chief of Police, and the Chief of Police as soon as possible.

E. Extradition and Transport by Airlines

- i. The Administrative Office will make travel arrangements. Ground transportation should be arranged before the transport. All security procedures and required documentation are the same as if transporting by vehicle with the exception of the security screen in the transporting aircraft. All rules and regulations of the airline should be obtained in advance and followed. The carrying of weapons aboard the aircraft will be in accordance with the rules of the airline being used.

Approved by:



Dino Sgambellone
Chief of Police

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320.00 Inmate Processing and Release			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish a uniform procedure for the intake and release of individuals housed in the Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department to treat all persons being booked into or released from the Detention Center with respect and professionalism.

III. DEFINITIONS

INMATE – Any person arrested for a criminal offense and incarcerated in the Detention Center.

INMATE PROCESSING – means the procedures followed by a Detention Officer to ensure that all proper, necessary and required documentation concerning a prisoner/inmate is completed.

INMATE RELEASE – means the procedures followed by a Detention Officer to ensure that all documentation is completed and steps taken concerning the release of inmate from the Detention Center.

IV. PROCEDURES

A. Intake Procedures

1. Arrestees who are combative, violent or show any signs of being involved in any type of altercation whether with an officer or another individual or who have been involved in any type of accident, will not be accepted into the Los Alamos Detention Center without a medical clearance from a licensed medical practitioner of Los Alamos Fire Department medical field technicians, (EMT or Paramedic). Documentation reflecting medical clearance and the name of the person determining the clearance will accompany arrestee and be turned into the Detention Officer facilitating the booking.
2. Upon initial entry of a person into the Detention Center, the following procedures will be completed to properly process the inmate:
 - i. Each person shall be subjected to a search for weapons and contraband. All searches shall be conducted in accordance with General Order 317.00 – Inmate Searches

- ii. A booking form, I.D. sheet, and medical screening form will be completed for all adult and juvenile arrestees. All inmates will be logged in the ILEADS Jail Management System at the time of booking.
- iii. Detention Center and inmate information will only be released in accordance with the New Mexico Inspection of Public Records Act. All requests for information are processed by the Records Unit of the Department. All juvenile records are safeguarded from unauthorized and improper disclosure by being transferred to the Records Unit where they are stored and the required confidentiality is maintained.
- iv. An accurate inventory of the inmate's personal property and money will be documented in the JMS Program and both the inmate and the Detention Officer doing the booking will sign the form. All of the inmate's property, except money, will be locked in the inmate's assigned property box. All money will be placed in an individually labeled plastic bag and immediately placed in the locked money drawer in the Master Control room. Any property considered a weapon, but otherwise lawful to possess, will be stored in the lockbox in the sally port and labeled with the inmate's name. The property will be returned to the inmate upon their release from custody.
- v. All medications in possession of the inmate at the time of booking will be verified by the Detention Officer. This is done by making sure the medication is:
 - a. correctly labeled,
 - b. prescribed to that inmate,
 - c. the prescription on the bottle is current,
 - d. tablets or capsules in bottle have been taken as prescribed (verified by counting)
 - e. all medications are prescribed by the same doctor, hospital or clinic
 - f. all medication will be logged on the medical screening form at the time of booking
 - g. all medication will be logged in the form named "Drug Store" on the "N" drive in the Jail folder
 - h. All medication will be stored in the locked cabinet in the Master Control Room
- vi. The Detention Supervisor or designee will call the doctor, clinic or hospital to verify medication when any of the following occur:
 - a. The label on the bottle seems to be tampered with
 - b. The date on the bottle does not coincide with dosage prescribed by the doctor in regards to the number of tablets or capsules left in the bottle,
 - c. There are multiple doctors prescribing medication to the inmate
 - d. A family member or friend brings medication in for the inmate.
- vii. All adult inmates will be fingerprinted with the exception of Order of Commitments in the AFIS fingerprint machine. Fingerprints and three photographs (front, left side and right side), along with any tattoos will be taken of all adults arrested. A set of fingerprints and photograph of the inmate, together with a copy of the booking form, will be submitted to the Records Unit. Detention Officers will enter all information regarding the inmate into the ILeads

JMS program of the Department's computer and attach a copy of the photographs. Photograph files will be maintained by the inmate's last name, first name, and DOB. Two files will be kept for each inmate, Medical files will contain indigent health care form, medical intake form, medical requests, medical transports, medical findings, medicine logs, prescription information, control substance inventory forms, medication release log, and any medical clearances or other forms pertaining to that inmate.

- viii. The booking file will contain booking face sheet, photograph identifier sheet fingerprint card, release documents, release of property log, release of money log, criminal complaint, warrant, arrest order judgment and sentence, any pertinent court information regarding the inmate, transport orders, incident reports, grievance reports, disciplinary reports, daily activity log, commissary forms, money receipt forms.
- ix. Each inmate will dress in the issued inmate uniform and placed in a cell based on the classification criteria. Inmates will be issued 2 blankets, 1 top sheet, 1 fitted sheet, 2 uniform pants, 2 underwear, 2 pairs of socks, 1 towel, 1 wash cloth, 1 bowl, 1 large cup, 1 coffee cup, 1 spork and hygiene kit.
- x. Within the first twenty (20) minutes of arrival to the Detention Center, persons arrested will be allowed to make at least three (3) completed phone calls as provided in NMSA 31-1-5. Two (2) additional phone calls will be allowed during this period for parents of dependent children who need to arrange for the safety of the children. These calls will be free of charge regardless if they are long distance or not.
- xi. All non-citizens of the US arrested or detained must be given a Consular Notification form (LAPF Form 4329) and file it with the inmate's records. If an inmate chooses to have his or her Consulate notified, their Consulate shall be notified as soon as possible. Consulate notification form will be signed and dated by Arrestee and Detention Officer.
- xii. Each individual processed into the Detention Center must have at least one of the following documents: Judgment and Sentence, Warrant for Arrest, Remand Order from a court having jurisdiction in the matter, Order of Commitment, or a Criminal Complaint from the arresting officer.
- xiii. When juveniles are detained in the Detention Center, a Children's Court Division "Statement of Probable Cause" and a Booking Authority Form are required. All Juveniles must be entered into the SARA system before entering the detention center **(No Exceptions)**
- xiv. Each individual processed will have their name, charges, cell location, and bond amount written on the jail board located in the booking area unless Detention Administrator or shift supervisor determine his charges could put him at risk of injury.
- xv. Adult arrestees with a BAC level of .20% or greater, will be medically cleared for incarceration before being accepted in the Detention Center. Juveniles deemed to be intoxicated by a police officer shall be medically cleared prior to being admitted into the Detention Center. The arresting officer will be

responsible for obtaining these clearances from a licensed medical practitioner qualified to make such determination.

- xvi. CYFD (Children Youth and Families Division), FINS (Families In Need of Supervision), such as an abused, dependent, neglected individual or a runaway, will not be held in the Detention Center.
- xvii. All arrests for domestic violence will have the "Domestic Violence" stamp placed on the bottom of their booking form and on the inmate file folder. The name and number of the victims will be on the booking form notes. Victim notification will be part of the holds on ILEADS JMS program.

B. Multiple Arrests / Bookings

1. At times there may be multiple arrestees brought in at the same time for booking into the Detention Center. In circumstances of mass arrest in relation to a special event such as demonstrations, the procedures outlined in the Demonstration Plan should be followed. In recognition that the Los Alamos Detention Center has only two holding cells, in all other circumstances whereby the number of arrestees exceeds two the following procedures will be followed.
2. Additional personnel will be requested as needed to maintain safety and security of arrestees and officers.
3. The Sally Port may be used as a holding location while individual arrestees are brought into facility for booking.
 - i. While arrestees are in the Sally Port awaiting their turn for booking they will be monitored by at least one officer (Detention or Police) who will be physically present at all times.
 - ii. The Control Room will monitor the Sally Port as well through the use of the surveillance system.
4. Due to the length of time it may take to complete the booking of multiple arrestees, each will be questioned regarding the status of any dependent children that may be affected by their arrest.
 - i. Any arrestee who identifies the need to make arrangements for dependent children will be allowed to make telephone calls related to those arrangements while awaiting their turn for booking.
5. All arrestees held in the Sally Port awaiting booking will remain secured in handcuffs. Further restraint such as leg irons or securing in the back of a police unit may be utilized at the discretion of the officers on duty

C. Release Procedures

1. Detention Officers will not leave any of the courts without proper release or commitment orders from the Judge. Upon the release of an inmate from the Detention Center, the following procedures will be followed:

- i. Bond forms will be completed and signed. Conditions of release will be read out loud to the inmate posting bond.
2. All bond forms and Orders of Release will be verified.
 - i. A faxed copy of the bond forms may temporarily be accepted from a trustworthy bond company at the discretion of the Shift Supervisor or Designee.
3. The inmate will not be allowed to bond out until BAC is blown below .03 or after 12 hours incarcerated if the inmate refuses to submit to the BAC.
4. Detention Officers may accept bond money for Municipal and Magistrate Courts **ONLY**.
5. The inmate will clean his or her cell area and turn in all issued jail property and items.
6. The inmate will have their personal property, non-narcotic medication, and money returned to them and the inmate will sign the property, money and medications acknowledgement receipt.
7. All bond forms and bond money will be placed in a sealed envelope and placed in the lock box located in the main corridor leading into Municipal Court
8. Prior to the release of inmate, the CDC shall conduct a computer check of the appropriate systems to verify that there are no outstanding warrants.
9. All inmates will exit the Detention Center through the sally port.
10. When inmates are released with charges related to Domestic Violence, every attempt will be made to notify the victim(s) of the individual's release. A record will be kept of all notification attempts (both successful and unsuccessful), and a copy of that record will be placed in the case file and added to the notes on ILEADS JMS system release log.
11. If an inmate has expressed thoughts of suicide at the time of release from the Detention Center, the CDC will be contacted and a patrol officer will respond and handle as any other suicidal subject call.

Approved by:



Dino Sgambellone
Chief of Police

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321.00 Safety and Sanitation			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish procedures that will enhance the overall safety and sanitation of the Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide a safe and sanitary facility for the safe and healthful conditions for the inmates and employees.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

- A. The following procedures will be followed in providing safety and sanitation in the Detention Center:

1. Safety

- i. The Detention Center shall maintain a minimum of five (5) fire extinguishers; one in the control room, one in the booking room, one in the kitchen, and one in each corridor accessible to each dayroom.
- ii. The Detention Administrator shall be responsible for assuring that a documented fire inspection of the Detention Center is conducted every six months by a qualified fire and safety officer of the Los Alamos County Fire Department.
- iii. The Detention Administrator shall be responsible for assuring that a documented fire sprinkler inspection is conducted on a quarterly basis.
- iv. Detention Officers are responsible for testing smoke detectors and checking the fire extinguishers at least once a week.
- v. Detention Officers are responsible for checking the air tank located in the hallway of the Detention Center and ensure that it is refilled every six months.
- vi. The Detention Center is equipped with a smoke evacuation system and is purpose built to be a shelter-in-place facility in the event of a fire. As such no evacuation plans are necessary or posted.
- vii. Detention Officers are responsible for maintaining a well-supplied first aid kit. Additionally, they check the Automatic Defibrillator (AED) weekly. Both the first

aid kit and the AED will be located in an easily retrievable location and will be clearly labeled.

- viii. All Detention Officers are responsible for reporting all equipment, alarm malfunctions and structural problems which present a health or safety hazard to the Detention Administrator and/or the Detention supervisor as soon as possible.
- ix. Bulk supplies of flammable and toxic materials will be stored in a locked storage cabinet at all times when not in use.
- x. Cleaning supplies, such as Lysol and DisCide wipes, that contain alcohol are banned from entering the facility. Cleaning supplies will be purchased through jail supply companies that do not contain alcohol.
- xi. The Detention Administrator or designee shall be responsible for assuring that every area with chemicals and solvents have Medical Safety Data Sheets.

2. Sanitation:

- i. The Detention Center shall maintain good housekeeping practices to ensure a healthy and sanitary living environment for inmates and staff. The Detention Officers shall be responsible for ensuring that the following areas in the facility are subjected to a documented inspection for cleanliness at a minimum of at least once a week to coincide with the weekly cell searches. Detention Officers shall assign inmates to clean areas, including, but not limited to:
 - a. All cells
 - b. Shower
 - c. Booking area
 - d. Day room
 - e. Library
 - f. Recreation yard
 - g. Office
 - h. Hallways
 - i. Kitchen/laundry room
- ii. Any condition conducive to harboring insects, rodents or other vermin shall immediately be eliminated. If necessary, pest control professionals will be used to clean or fumigate the facility. Detention Officers will make written documentation of all actions taken to eliminate insects, rodents, other vermin and any other unsanitary conditions.
- iii. The Los Alamos County Utilities Department will keep on file certifications of the Detention Center's water supply that shows that all applicable laws and regulations of the County have been met.

Approved by:



Dino Sgambellone
Chief of Police

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322.00 Master Control Room Operations			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

To describe Master Control Room operations necessary for the proper functioning of the Los Alamos County Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department to maintain a secure control room that serves as the communications and movement control hub for the entire Detention Center.

III. DEFINITIONS

MASTER CONTROL ROOM – means the secure room located within the interior of the Detention Center, which serves as a control center for the Detention Center.

IV. PROCEDURES

- A. The master control room is the hub of all external and internal security and communication activity. It will not ordinarily serve as a decision-making or command post, nor will weapons be stored there. The Detention Supervisor will ensure the provisions on security inspections are carried out in this area.
 1. Major responsibilities of the Master control room officer include the following:
 - i. Controlling such doors that are activated from this post.
 - ii. Conducting and logging periodic checks of all communications systems, surveillance systems, emergency alarm and generator systems, electronic door security systems, fire alarms, intercoms, telephones, systems issued to staff to carry on posts throughout the institution, radio systems, any visual recording systems, and closed-circuit monitoring systems.
 - iii. Receiving periodic shift calls from staff during non-business hours to ensure their safety, (i.e. hospital duty, these calls will be made every thirty (30) minutes)
 - iv. Recording all appropriate information in the control room log.
 - v. Notifying the Shift Supervisor of any emergency or alarm signal from any of the monitory.
 - vi. Contacting local law enforcement authorities for assistance when so directed by the Shift Supervisor.
 - vii. Maintaining, to the extent possible, continuous communications with any area of the Detention Center experiencing a disturbance.

B. Staffing

1. The master control room will be staffed around the clock by specially selected and trained security personnel. The Detention Supervisor or designee will identify those shifts or periods of time that may require more than one officer in the master control room. Supplementary staff may be assigned during peak activity periods. Additional staff will be assigned during a Detention Center emergency.

C. Access

1. Access to the master control room will be limited to staff who have official duties to conduct in this area. Unless assigned to relief duty, off-duty staff or those assigned to other posts are considered unauthorized personnel and will not be admitted to the master control room. Entrance to the control room will be through a locked door. The door to the master control room may never be opened when inmates are in the vicinity of the door.
 - i. The control room is to be staffed at all times by at least one trained operator. This is necessary for the safe operation of this type of facility and all officers must be trained in the inherent need for someone to be in the control room at all times. Only the control room operator can open the doors to allow officers to exit dangerous situations and to allow responding officers into the facility. An unmanned control room risks every officer's safety and risks inmates overtaking the entire facility. Therefore, any violation of this order will result in disciplinary action against those that left the control room unattended and their supervisor.
 - ii. No one will be permitted to enter the master control room unless the master control room officer is personally aware of the identity or can obtain positive verification of their identity and the purpose for which they are to be admitted. Access by non-employees must be approved by the Detention Administrator or higher.
 - iii. No inmate will ever be permitted in the master control room or the vicinity of the door when staff are passing into or out of the master control room.

D. MOVEMENT CONTROL

1. The master control room officer controls movement through critical doors and ensures that all doors are closed at all times when intended. Video monitors and audio communication devices used in connection with door functions will enable positive identification of all persons passing through key traffic points.
2. The control room officer will verbally secure the areas, especially the dayrooms, prior to any officers entering when there is indication that there are one or more unruly inmates there. Officers responding to unruly inmates will respond with at least two officers

E. EMERGENCY RESPONSE

1. When a disturbance occurs anywhere within the Detention Center, master control ordinarily will be the first post notified.

2. The officer on duty there will immediately notify the Consolidated Dispatch Center (CDC) to get back up responding as soon as possible, and then notify the Shift Supervisor.
3. The officer assigned to the master control room in a crisis must remain calm, gathering and relaying information in a very thorough manner and delegating duties as may be redirected in such instances.
4. Some duties of this post may be delegated by the Shift Supervisor to other personnel; however, until such time as they are so delegated, they remain the responsibility of the master control room officer.

F. TRAINING ISSUES

1. Master control room operations will be a part of both initial and annual training. This will include on-the-job training assignments in the master control room. Training will include a thorough study of security policies as well as knowledge of the master control room's daily operations.

Approved by:



Dino Sgambellone
Chief of Police

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323.00 Inmate Supervision			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.10.03, 06		

I. PURPOSE

The purpose of this General Order is to establish a means of safely and effectively supervising inmates.

II. POLICY

It is the policy of the Los Alamos County Police Department that Detention Officers and other Department employees in a position to supervise inmates shall strive to maintain an orderly, safe, and controlled environment within the facility.

III. DEFINITIONS

INMATE SUPERVISION – means how inmates are secured, watched, housed and directed within the Detention Center or as may be assigned to work details outside of the Center.

HEAD COUNT – means the actual counting of inmates housed in the facility.

UNIT CHECK – means the visual and physical checking of a cell for weapons, drugs, other contraband, cleanliness, physical violence, escape attempts, and the general well-being of the inmates.

WORK DETAIL – means any job assigned to an inmate or inmates either inside or outside of the facility.

PHYSICAL CHECK – means visually observing the inmate for signs of life.

IV. PROCEDURES

- A. At the beginning and end of each shift, the Detention Officers on-duty will conduct a formal head count of all inmates being held within the facility. They shall compare the head count number with the number of inmates listed on the board in the Booking area and immediately investigate any discrepancies. They shall document the number of inmates counted on the inmate count Log.
- B. Each inmate will be visually and/or physically checked at least every thirty (30) minutes. Physical checks shall be conducted every fifteen (15) minutes on inmates who are considered violent, security risks, physically or mentally ill, or suicidal. Juvenile inmates shall be checked at least once every fifteen (15) minutes. All abnormal situations will be documented on the unit check log and the Detention Officer shall complete and submit an Incident Report to the Detention Officer in-charge and/or the Detention Administrator. All checks will be documented by using the electronic monitoring wand.

- C. The Detention Staff will ensure that when audio or visual surveillance equipment is used that efforts will be made to reduce the possibility of invading an inmate's personal privacy. Exceptions to this Section of the General Order include the surveillance of suicidal inmates, inmates declared mentally unstable, or inmates deemed to be security risks.
- D. Inmates participating in work details will be closely supervised in compliance with all Department policies. At no time will inmates participating in work details be left unsupervised.
- E. Detention Officers shall ensure that inmates keep their living areas clean.
- F. Detention Officer will strive to ensure that inmates do not destroy or abuse any property not belonging to them.
- G. Detention officers will remain within hearing distance of the visiting room when visitations are in process.
- H. A minimum of one Detention Officer will physically remain within the secure perimeter of the facility and one Detention Officer will remain in the Control Room at all times.
- I. Detention Officers will document all violations of the Detention Center policies by inmates.
- J. Detention Officers assigned to the Control Room shall closely monitor the video cameras for any unusual activity and immediately notify detention Staff inside the facility of any activities that need further investigation.

Approved by:



Dino Sgambellone
Chief of Police

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324.00 Inmate Food Services			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish standards for nutritional needs of inmates housed in the Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department that all inmates incarcerated within the Detention Center receive three (3) meals a day that meet the Adult Recommended Allowance (RDA) as established by the United States Food and Drug Staff Services (USFDA).

III. DEFINITIONS

SPECIAL DIETARY NEEDS – means specific food requirements due to medical conditions, allergic reactions, or religious beliefs.

IV. PROCEDURES

- A. Meals will be served at the following times unless the meals are not available at that time.
 1. Breakfast0500 to 0830 hours
 2. Lunch..... 1030 to 1230 hours
 3. Dinner.....1600 to 1830 hours
- B. Breakfast meals will not be served later than fourteen (14) hours after the previous dinner meal, unless an evening snack is served.

Approved by:



Dino Sgambellone
Chief of Police

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325.00 Inmate Deaths			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish standards and procedures for the investigation of an inmate death in the Detention Center and for the notification of the inmate's family.

II. POLICY

It is the policy of the Los Alamos County Police Department that both a standard criminal investigation and an administrative investigation be conducted on all inmate deaths within the Detention Center. The New Mexico Office of the Medical Investigator will also be contacted and conduct their own independent investigation. The Chief of Police may also order a concurrent or independent investigation to be conducted by an outside agency.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

- A. Upon discovery or notification of the death of inmate, Detention Officers shall adhere to the following procedures:

1. IMMEDIATE ACTIONS

- i. Secure the scene.
- ii. Immediately check for signs of life.
- iii. Protect and render aid to any injured or sick persons.
- iv. Immediately contact the Los Alamos County Consolidated Dispatch Center (CDC) for emergency medical assistance.
- v. Contact the Detention Administrator and notify the on-duty Watch Commander who shall provide immediate and specific instructions.
- vi. Separate all inmates as may be needed.
- vii. Separate and protect all potential witnesses and insure that any and all potential evidence is preserved.

2. INVESTIGATIVE PROCEDURES

- i. Officers assigned to these investigations shall at a minimum:
 - a. Contact the Assistant District Attorney
 - b. Contact the Medical Investigator's Office

- c. Process the scene; photograph and sketch it; collect and package all evidence
 - d. Interview inmates
 - e. Interview any other witnesses
 - f. Interview Detention Staff
 - g. Interview Dispatchers and Police Officers on-duty at the time of the incident
 - h. Review steps of the investigation with the immediate supervisor (continually throughout the investigation)
 - i. Review the results of the investigation with the Assistant District Attorney
 - j. Conduct re-interviews as may be necessary
 - k. Submit any evidence for lab or other testing
 - l. Prepare all necessary and required reports
 - m. Allow the Medical Investigator's Office to enter the scene and conduct any necessary investigation
 - n. Contact the Medical Investigator's Office for results of the autopsy, toxicology reports, etc.
- ii. The actual sequence of steps in the investigation may vary, however, all of the above steps will be completed in a timely manner.

B. FAMILY NOTIFICATIONS

1. Notification of the inmate's family of his or her death shall be the responsibility of the Detention Administrator.
2. Assistance from a Chaplain may be utilized during such notifications.

Approved by:



Dino Sgambellone
Chief of Police

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326.00 Inmate Programs			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish programs beneficial to inmates and to establish a resource base of volunteers to provide such programs. These programs include, but are not limited to religious services, educational tutoring, Alcoholics Anonymous (AA) meetings, Anger management, personal counseling, and other self-improvement programs as approved by the Detention Administrator.

II. POLICY

It is the policy of the Los Alamos County Police Department to diligently seek out and implement programs that can reasonably improve physical and mental well-being of inmates. Inmate programs will be designed to reduce the negative impact on an inmate from incarceration and to improve the probability of a successful re-integration of inmates into society. These programs include, but are not limited to, social services, religious services, recreation, library services, educational programs, and drug and alcohol counseling.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

- A. Generally, inmates will not be denied participation in programs while they are on disciplinary action status except when necessary to maintain security and control in the Detention Center.
- B. The following rules will apply to all inmates participating in programs:
 1. Inmates will treat volunteers and other inmates with respect and dignity. Inmates will stick to the subject matter and not turn meetings into gripe sessions.
 2. Inmates will not ask volunteers for any outside favors.
 3. Inmates displaying disruptive behavior will be removed from the session.
 4. Inmates will not bring any food items into any sessions.
- C. Program sessions will be held in the day room or library of the Detention Center.
- D. Any inmate with an alcohol or substance abuse or other related problem may participate in the Alcoholics Anonymous meetings held in the Detention Center, except those inmates that:
 1. Pose an escape risk

2. Pose a threat of assaultive or combative behavior towards the Detention Staff, AA representatives, other inmates, or other visitors to the facility.
 3. Ordered by a judge not to participate in Alcoholics Anonymous
 4. In the opinion of a doctor, counselor, psychologist or psychiatrist, should not participate in Alcoholics Anonymous.
 5. In the opinion of the Detention Staff would be disruptive during meetings.
- E. Volunteers are required to complete an application prior to conducting Services.
- F. Volunteers will agree not to grant any outside favors to any of the inmates. This includes bringing any items into the facility for the inmates. (With the prior approval of the Detention Supervisor, religious or self-help reading materials *may* be permitted).
- G. Volunteers will agree to stick to their program and not allow meetings to turn into gripe sessions.
- H. Volunteers will agree to hold the Los Alamos County Detention Center Police Department and the County harmless for any harm or injury inflicted on them as a result, directly or indirectly, from participating in meetings at the Detention Center.
- I. Male and female inmates will not participate together in any programs. Volunteers will make every effort to provide services for both genders.
- J. The Detention Center, and its staff, shall not discriminate against inmates or volunteers in participating in programs based upon race, religion, color, ethnicity, gender or nationality.
- K. The Detention Center will do everything possible to facilitate the regularity of program meetings, but reserves the right to cancel or postpone meetings dependent upon conditions and activities within the facility and any needs existing at the time.
- L. All volunteers are subject to search and will be searched with the metal detector wand prior to being allowed in the Detention Center.

Approved by:



Dino Sgambellone
Chief of Police

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327.00 Suicide Screening and Prevention			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to identify factors that indicate which inmates are at most risk of attempting or committing suicide and the preventive measures to be taken that have a greater chance to reduce such risks and prevent the loss of life.

II. POLICY

It is the policy of the Los Alamos County Police Department to be alert to factors and indications of inmate suicidal tendencies and to take proactive preventive measures to prevent injury and safeguard the lives of all inmates.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. Booking

1. During the booking process, the Suicide Prevention Screening and Medical form shall be completed by the booking officer.

B. Risk History

1. History of prior risk is predictive of current risk. Information about whether an inmate was on "suicide watch" in the past shall be checked through the Jail Management System (JMS).
2. Inmates placed on "suicide watch" shall be placed on the individual's name in the JMS.
 - i. A Suicide / Mental Health Precautions Observations Sheet will be initiated
 - ii. Notification of Special Observation Sheet will be filled out and submitted to the Detention Administrator.
3. The Booking Officer shall inquire of the arresting officer(s) if the subject has demonstrated or stated anything that may be an indication of suicidal tendencies and shall immediately take appropriate preventive measures.

C. Monitoring

1. Detention Center Officers shall conduct Routine Unit Checks every thirty (30) minutes.

2. Detention Center Officers shall conduct Active Unit Checks in staggered intervals of no more than fifteen (15) minutes.
3. Detention Center Officers shall maintain Constant Observation of inmates that are deemed as actively suicidal. They should be observed on a continuous basis with monitoring support via closed circuit TV from the Control Room. TV monitoring by the Control Room may be considered a substitute depending on exigent circumstances as determined by the shift supervisor.

D. Housing

1. Inmates should be housed in the general population or in the protective custody cell. Isolation increases the risks and should be limited to those persons actively attempting to harm themselves or others. Decisions about restraints, isolation, and the removal of personal objects depend on the individual's situation and is not a routine measure.
2. The use of anti-suicide smocks and blankets is both authorized and directed for inmates on "Suicide Watch."
3. Any inmate deemed suicidal will be housed in OA-Cell or holding cell with anti-suicidal smocks and blankets.
 - a. Only mental health professionals may remove an inmate from suicide watch or lower the watch status.
 - b. Finger foods will be served while on suicide watch. No plastic utensils, cups or bowls may be given to an inmate on suicide watch. Paper cups may be given to the inmate at the discretion of the Detention shift supervisor.

E. Mental Health Network

1. Detention Officers shall contact the Los Alamos Family Council, Suicide Unit, to arrange for a screening by a mental health professional.
2. Arrangements shall be made for follow-up services provided by the Los Alamos Medical Center Emergency Room or local mental health provider for inmates identified as being at risk.

F. Suicide Prevention Brochure

1. Suicide Prevention Brochures shall be placed in the lobby of the Police Department by the Detention Staff to inform families on how to contact the Detention Center if they have knowledge that an inmate may attempt suicide.

G. Training of Detention Center Staff

1. New Detention Center Officers shall be trained on suicide prevention during their initial training and orientation.

2. Refresher training shall be provided to all Detention Center Officer every year by the Detention Administrator or his or her designee.
3. New information regarding suicide and suicide prevention shall be provided in a timely manner after it is received and approved by the Detention Administrator, or designee.

H. Administrative Review

1. All classifications of inmates as being suicidal and all incidents of attempted or committed suicide shall be reviewed by the Detention Administrator as soon as possible.
2. In cases resulting in the death of inmate, the procedures in General Order 325.00 – Inmate Deaths shall immediately be initiated by the on-duty Detention supervisor.
3. At any time, Detention Center Officers, or any other Department employees, who learn of new measures, or have suggestions for modifying the Detention Center's procedures for improving the safety of inmates, shall not hesitate to communicate the same to the Detention Center Supervisor for consideration and action as deemed appropriate.

I. Emergencies

1. The Detention Center issues every officer a seat belt cutter in the event of an attempted hanging. The seat belt cutter shall be on every officers duty belt and readily available. It shall be inspected on a monthly or more frequent basis to ensure its serviceability.
2. In the event of a medical emergency regarding an inmate:
 - i. The Detention Officer shall stay with the injured person and do what he or she can in accordance with Basic First Aid and CPR procedures.
 - ii. The Control Room will notify the Consolidated Dispatch Center (CDC) to request Emergency Medical Services from the Los Alamos Fire Department and to have the on-duty Watch Commander informed of the emergency.
 - iii. The shift supervisor will lock down the facility
 - iv. The Detention Officer will secure the location and any device used in the attempted suicide.
 - v. Upon arrival of the Los Alamos Fire Paramedics the officer will provide any information available regarding how the injury occurred and the current condition of the person.
3. Emergency Medical Services personnel from the Fire Department will assess the condition of the inmate and determine if transportation to the Los Alamos medical Center Emergency Room is required.
4. If it is determined that an inmate needs to be transported to the Medical Center, an Inmate Medical Request form shall accompany the inmate to the Emergency Room

(if time allows or as soon thereafter as possible). The form will be returned with the inmate with any diagnosis and instructions for care of the inmate as may be issued by the attending physician.

5. At least one Detention Officer shall remain with and guard the inmate at all times while at the Medical Center. Additional armed Detention or Police officers may be required in accordance with General Order 319.00 – Inmate and Prisoner Transports.
6. All Detention Personnel will complete an Incident Report prior to leaving shift. The Detention Shift Supervisor will record and save any video footage and submit it to the Detention Administrator.

Approved by:



Dino Sgambellone
Chief of Police

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328.00 Arrest and Detention of Foreign Nationals			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.02.06		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the arrest and detention of foreign nationals; accommodating certain rights and privileges of foreign nationals pursuant to law; and the granting of diplomatic immunity consistent with international law and treaties.

II. POLICY

It is the policy of the Los Alamos County Police Department to comply with international law; treaties and guidelines from the United States Department of State in regards to the arrest and detention of foreign nationals; to ensure that certain rights and privileges are granted and adhered to; and that foreign nationals with diplomatic status are granted immunity from prosecution.

III. DEFINITIONS

AMBASSADOR – means an individual who is an officer and representative of a foreign government assigned to an embassy in Washington, D.C. or is part of the Mission to the United Nations in New York City.

CONSUL or CONSULATE OFFICER – means an individual who is an officer of a foreign government assigned to consulate offices in various cities in the United States representing their country and their country's interests, usually as it applies to business, trade and other official duties.

DIPLOMAT – means an individual with ambassador or consul status. That status is extended to certain members of their respective official staffs and immediate families but not to service staff employees.

DIPLOMATIC IMMUNITY – Is a privilege granted to foreign nationals of ambassador or consul status to be free from arrest, detention and searches. This immunity is extended to certain members of their official staffs and immediate families but not to service staff employees.

FOREIGN NATIONALS – For the purpose of this General Order a foreign national means all individuals who are *not* citizens of the United States of America. This includes all officials with diplomatic and consular status; individuals with green cards and or visas; and legal and illegal aliens. Individuals with dual citizenship, one of which is United States (US) citizenship, are not included in this definition and are to be treated like all other US citizens.

MISSION --- means an official assignment to the United Nations.

OFFICIAL STAFF – refers to those individuals employed by an embassy or consulate that are directly engaged in the official business of the mission.

SERVICE STAFF EMPLOYEES – refers to those employees of the embassy or consulate employed in such positions as drivers, housekeepers, secretaries, clerks, and security staff.

IV. PROCEDURES

- A. Officers and members of the Department who come in contact with foreign diplomats during the course of a criminal investigation, traffic or other accident, while on patrol or during a traffic stop, who claim diplomatic status, can and shall:
 1. Treat all diplomats with courtesy and respect at all times.
 2. Obtain, verify and document their name, address, consulate, embassy or mission's nationality.
 - i. Individuals with diplomatic status are provided with identification cards by the United States Department of State. This is sufficient identification. However, the individual's description, including clothing, vehicle and that of any associates should be documented.
 - ii. If the individual claims diplomatic status but does not have the State Department's issued ID card verifying the individual's status, a call to the nearest appropriate consulate shall be made forthwith to verify the individual's status. This call may be made through the Consolidated Dispatch Center (CDC). If there is no answer or if appropriate verification cannot be made at that time, if circumstances warrant, the officer may detain the individual until such verification can be either confirmed or denied. If the consulate is uncooperative or not responsive, the US Attorney's Office for New Mexico shall be contacted.
 - iii. The individual's nationality may be determined from either the State Department's ID card or the individual's passport or other travel documents.
 - iv. Once the individual is determined to be of appropriate diplomatic status, s/he shall immediately be released and offered any appropriate assistance. If so requested by the diplomat, notify their nearest consulate.
 3. Not arrest, detain or search their person, property or vehicle.
 4. Refer all criminal and/or traffic cases involving individuals with diplomatic status to the County Attorney, District Attorney or the United States Attorney General for New Mexico.
 5. In the case of injury or illness, immediately provide the necessary medical attention. The officer should inquire, if possible, if the individual would like his or her consulate notified, and shall do so without delay if so requested.
 6. In the case the diplomat's vehicle is disabled or damaged to the point where it is unsafe to drive, assist them in obtaining alternative transportation by contacting their

embassy, consulate or other designated person(s), and render all reasonable assistance.

7. Expedite their departure.

- B. Officers and members of the Department who come in contact with foreign nationals (not with diplomatic status) during a criminal investigation, traffic or other accident, routine traffic stop may, upon probable cause, issue a citation or make a full custody arrest. When a foreign national is detained beyond the length of a traffic stop or is taken into custody, the arresting officer, his or her supervisor, and the receiving Detention Center supervisor on duty, collectively shall make sure that *in all cases* the requirements and procedures established and disseminated by the U.S. State Department are complied with in a timely manner. A copy of a "Foreign Nationals Manual" shall be available in both the Detention Center and the Consolidated Dispatch Center. The Detention Administrator shall direct, each January, that the "Foreign Nationals Manual" be reviewed and updated in both locations. Further, the on-duty field supervisor and/or the on-duty Detention Center Supervisor shall ensure that the following procedures are followed without delay:
1. The individual is advised of his or her right to have their consulate immediately notified, or notified at any time during their detention.
 2. The individual is advised and permitted to have access to their consul or their representative upon their arrival at the Detention Center and presentation of proof of their position and authority. They are entitled to provide appropriate consulate assistance to their citizen.
 3. Unless as required in IV. B. 5. of this General Order, the individual arrested shall have the option of whether or not to notify their consulate. Such decision shall be witnessed and documented in the individual's file. (See also IV. B. 5. of this General Order).
 4. If such notification is requested by the detained or arrested foreign national, such notification shall be made without undue delay and within one (1) hour of their arrival at the police station or the Detention Center.
 5. Some countries require, under law and treaty, that their consulate be notified without delay of the arrest or detention of any citizen of their country, whether or not the individual wants such notification. In such case, the notification is mandatory and shall be made without delay. In such case the individual shall be advised of the required notification. **In no instance shall the fact that the individual being detained or under arrest is asking for or has applied for political asylum be disclosed to their consulate.** A list of such countries is contained in the "Foreign Nationals Manual" and is also available on the internet under the State Department's web page
 - i. (<http://www.state.gov/m/a/dir/regs/fam/>)
 - a. Sample notification forms in the appropriate language together with fax and telephone numbers are available at this site or through the US State Department.

6. In cases where the detained or arrested individual claims to be in fear of his or her country and seeks political asylum, the notification shall still be made but only after consultation with the US Attorney's Office for New Mexico. Such consultation with the US Attorney's Office shall be sought forthwith. (After business hours, the US Attorney's Office can be contacted through the Federal Bureau of Investigation).

C. Deaths of Foreign Nationals

1. In all cases involving the death of a foreign national in United States, the nearest appropriate consulate shall be notified without delay by the on-duty field supervisor.

D. Appointment of Guardians or Trustees for Foreign Nationals

1. It is the responsibility of the court hearing any legal procedures involving a foreign national who is a minor or an adult lacking full mental competence to notify the nearest appropriate consulate however officers and members of the Department are directed to assist the court in making such notifications, if so requested.

E. Recordkeeping

1. All Officers and members of the Department shall carefully document every event involving a foreign national and place such documentation in the individual's file. Records shall reflect:
 - i. The date and time the individual was detained or arrested and when released.
 - ii. The date and time an individual claimed or was determined to be a foreign national.
 - iii. The date and time the foreign national was advised of his or her rights to consulate contact.
 - iv. The foreign national's choice as to either notifying or not notifying his or her consulate.
 - v. Compliance with notification requirements and, where possible, copies of faxes or telephone logs. If a confirmation receipt is sent by the consulate, it shall be kept in the individual's file.
 - vi. The dates, times and methods of contact with consulate representatives and other persons shall also be documented.
 - vii. All visits, meals, medical treatment, and access to other appropriate privileges and benefits shall also be duly recorded.

F. Duties of the Detention Administrator

1. The Detention Administrator shall direct that a list of all embassies and consulates be developed and maintained by the Consolidated Dispatch Center and the Detention Center. This list should be identical in each location and include addresses, telephone and fax numbers for each consulate and shall be updated during January of each year. Attached to the list, shall be directions on obtaining model notification forms in the language of the foreign national as well as in English. The forms, both in English and the appropriate language, shall be completed and faxed to the appropriate consulate as required in this General Order. If no response is received from the foreign consulate within seventy-two (72) hours, telephone contact shall be made. If unable to contact by telephone or fax, and there has been no response by the consulate, copies of the forms shall be made and mailed via overnight or next day delivery to the consulate's address. Copies of the forms and a log of all attempts

- to notify the consulate shall be kept and maintained in the individual's file. In addition, in cases where there is no response from the foreign consulate, the U.S. State Department's Office of Public Affairs and Policy Coordination for Consular Affairs in Washington, D.C., shall be notified immediately at 202-647-4415 or via fax at 202-736-7559.
2. The Detention Center shall maintain a means of access to the Advisement Forms recommended by the U.S. State Department and available on their web page (See IV. B. 5 above). Arrested or detained foreign nationals shall be advised of their rights, the appropriate forms will be completed and placed in their individual file.

Approved by:



Dino Sgambellone
Chief of Police

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329.00 Prison Rape Elimination Act			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

To describe the method the Los Alamos County Police Department will use to coordinate all PREA (Prison Rape Elimination Act) inmate and staff and investigations.

II. POLICY

The Prison Rape Elimination Act (PREA) 2003 prohibits and seeks to eliminate sexual assaults and sexual misconduct in jail settings. Los Alamos County Police Department has a zero tolerance for sexual contact or sexual misconduct. Offenders who have consensual or nonconsensual sexual contact with another offender will be disciplined and referred for criminal prosecution. Employees who engage in sexual contact or sexual misconduct with offenders will be terminated from employment and referred for criminal prosecution.

III. DEFINITIONS

None at this time

IV. PROCEDURES

A. PREA coordinator

1. The Detention Administrator will appoint a PREA coordinator to be responsible for conducting or overseeing investigations into allegations of sexual misconduct or sexual assault. This individual will conduct only those investigations dealing with Los Alamos County Detention Center staff or inmates.
2. The incumbent in the position will report directly to the Detention Administrator.
3. An experienced Los Alamos County Detention Center employee will be selected to act as the Detention Center's PREA Coordinator. PREA coordinator will report to the Detention Administrator and will investigate assignments made by them. They will also initiate and develop cases from information arising from other sources.
4. The PREA Coordinator will be responsible for conducting inquiries and coordinating investigations involving outside law enforcement agencies to develop an improved base of intelligence information about illegal staff and inmate activity. PREA Coordinator will focus on gathering, analyzing and reporting information from investigations on the Detention Center Staff and inmates and assisting state and local police and other officials with investigations concerning sexual misconduct and sexual assault relating to the Detention Center.

5. In the event of an incident of sexual assault or sexual misconduct Los Alamos County Detention Center will insure that counseling and medical treatment are provided in a timely fashion.

B. Records

1. The PREA Coordinator will develop a system of records that will enable the tracking of important investigative activities from inception to final disposition.
2. The record keeping system will be maintained in a secure location and will include records of all reported and suspected incidents and the individuals involved.

Approved by:



Dino Sgambellone
Chief of Police

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330.00 Detention Facility Tours			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to provide guidance for the Detention Officers in providing facility tours for interested parties regarding how the jail operations are conducted.

II. POLICY

It is the policy of the Los Alamos County Police Department to have a policy that will promote good relations with the public and appropriate professionals. The Los Alamos County Police Department may grant interested groups or individuals a tour of the Facility. The tour will be conducted in a manner that does not interfere with the operation, safety or security of the Facility nor violate inmate privacy.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

- A.** No person under the age of 18 years will be allowed to tour the facility unless accompanied by a parent, legal guardian, teacher or sponsor who is over the age of 18. At no time will any Civilian tour members or any juveniles be able to have visual contact with any inmates. No persons under the age of 13 will be allowed to tour the facility.
- B.** Tour groups/Individuals wanting a tour of the facility will make the request to the Detention Administrator with the group name and number of people at least two (2) weeks prior to tour date.
- C.** Tours will be scheduled on Wednesdays between the hours of 2:00 pm and 4:00 pm and Sundays between the hours of 4:45 pm to 6:15 pm
- D.** Detention Administrator will instruct the group/individual to arrive at the facility at least fifteen minutes before the scheduled tour time to check in.
- E.** At the time of Scheduling, the Detention Administrator will advise the responsible party for the group or the individual to leave all personal belongings outside of the facility. Car keys will be left with the Detention Officers and picked up when the group/individual exits the facility.
- F.** Tour group/individual will sign the visitor log.
- G.** Adults responsible for the group will sign the visitor log and include the number of people in the group and entity.

- H. Tour group/Individual will enter the Detention Facility through the Police Department Lobby.
- I. Members of Civilian tour groups will not be permitted to have cameras or cellular phones in the facility. Taking pictures inside the facility will not be allowed
- J. Following is the route of the tour:
 - 1. Come in through the Police Lobby.
 - 2. Tour group/individual will be taken into the Library where they will be shown a video/power-point presentation explaining the following:
 - i. Control Room Duties
 - ii. Camera views from the Control Room
 - iii. Location of cameras, intercoms and cells
 - iv. Inmate movement, etc.; recreation time, segregation.
 - 3. Tour group/individual will be given a tour of the kitchen, laundry room, outside recreation area and inside recreation area.
 - 4. Tour group/individual will then be escorted through the corridor on the south side of the Control Room.
 - 5. Tour group/individual will then be shown the booking cell and holding cell in this area.
 - 6. The officer will explain intake and release procedures in the Booking area.
 - 7. Every member of the group will exit the same way that they entered the facility, through the Police Lobby.

Approved by:



Dino Sgambellone
Chief of Police

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401.00 Animal Intake			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines and standard procedures for receiving dogs and cats from within Los Alamos County into the Los Alamos County Animal Shelter.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide care for dogs and cats that are picked up roaming within the County of Los Alamos, or that are given up for adoption by their owners who reside in Los Alamos County, or that are quarantined for any reason in the Los Alamos County Animal Shelter.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. The intake process for cats and dogs into the Shelter are as follows:

1. Secure medical treatment for the animal, if needed.
2. As soon as practical, the animal will be evaluated by a veterinarian and immunized, if needed.
3. All animals taken into the shelter will be placed in a kennel.
4. The animal will be given food and water.
5. Cross reference any tag information to locate owners.
6. Conduct scan/search of animal for identifying microchip and/or tattoo as soon as possible.
7. Contact owners, if possible.
8. Bathe animal immediately if fleas and ticks are visible.
9. Place information regarding the animal on the kennel where the animal is placed.

B. The Animal Shelter log will be updated with every animal taken into the Shelter with the following information:

1. Animal Shelter ID Number
2. Date and time the animal was placed at the Shelter
3. Case and/or Event Number
4. Name of person receiving or taking the animal
5. Description of animal to include:
 - a. Type or species of animal
 - b. Gender, if known

- c. Breed, if known
 - d. Color(s)
6. Location where animal was picked up roaming or where turned over to Animal Control
 7. Rabies tag information
 8. Reason animal taken in
 9. Name of animal's owner who turned it in and comments why the animal was turned in
 10. Name of person who found animal and turned it in
 11. Who sterilized the animal
 12. Disposition of animal (Adopted, placed in Foster Care, Claimed by Owner)
 13. Date of disposition
 14. Name, address and phone number of the owner or person adopting or providing foster care
 15. Fees charged/collected
 16. Name of individual releasing the animal
 17. Animals name, if known
 18. Additional comments and information

C. Wildlife

1. Officers will handle wildlife in a safe and humane manner. If assistance is needed, an Officer may call upon the services of a wildlife organization to assist in handling the animal. All Federal and State protected species will be handled by the specific organizations with jurisdiction over said animal, unless authority is given by the agency to Animal Control. Protected species will only be handled at the discretion of the officer or supervisor after receiving authority from the appropriate agency.

D. Chemical Capture of Animals

1. If there is a need for utilizing chemical capture techniques and equipment, another agency with proper training and equipment will be utilized.
2. The PSA must complete an incident report that contains documentation pertaining to the procedure, including but not limited to medical observations and the situation that caused chemical capture to be the prudent course of action.

Approved by:



Dino Sgambellone
Chief of Police

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402.00 Adoption, Fostering, and Releasing of Animals form Animal Shelter			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to provide consistency and accountability for the release, adoption and fostering of animals from the Los Alamos Animal Shelter.

II. POLICY

It is the policy of the Los Alamos County Police Department to release animals from the Los Alamos Animal Shelter by adoption, fostering, or when animals are claimed by their owner.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

- A. Animals may be released from the shelter for the following circumstances after rabies tag information is obtained, if possible:
 1. The owner has claimed the animal.
 2. Animal has been adopted.
 3. Animal has been fostered out.
 4. Animal has been euthanized
 5. Animal has completed its quarantine period and can be released to the owner, adopter or released to foster care.
- B. The following procedures will be followed when the owner claims an animal:
 1. A positive identification of the owner and the animal being claimed is made.
 2. Pick up and boarding fees are collected.
 3. Citations issued, at the discretion of the PSA.
 4. The owner provides verification of current rabies vaccinations or may be issued a citation for failure to provide rabies vaccination.
 5. Receipts for all money transactions is/are issued by the attending PSA.
- C. Shelter fees are:
 1. Pickup fees
 2. Boarding fees per day for cats
 3. Boarding fees per day for dogs

- D. PSAs will issue numbered receipts so that fee transactions will be accountable. All fees collected will be turned into the Records Unit the same day they are collected.
- E. The following procedures will be followed for the adoption of animals from the Animal Shelter.
 - 1. Anyone adopting an animal from the shelter will be charged the adoption fee and sterilization fee, if the animal has been sterilized by the County.
 - 2. The PSA may refuse to allow an animal to be adopted to an individual at the discretion of the PSA for the safety of the animal if there is reason to believe that the individual would not properly care for the animal or has a known history of neglect or abuse.
 - 3. Anyone under the age of eighteen may not adopt an animal.
- F. The following procedures will be followed for any animal being fostered from the Los Alamos Animal Shelter.:
 - 1. An animal may be placed in a foster home, if the animal has been unclaimed, or not adopted within ten days or at any time for the medical or social benefit of the animal.
 - 2. A list of foster caregivers will be maintained and approved by the PSA Sergeant.
 - 3. The Friends of the Shelter may be asked to make foster arrangements, with final approval from the PSA Sergeant.
 - 4. Upon the approval of any fostering arrangement by the PSA Sergeant, all shelter fees will be waived.
 - 5. The long term foster caregiver agrees not to return the animal to the shelter except in the following circumstances.
 - 6. The caregiver can no longer properly care for the animal. In this event, the Friends of the Shelter will make every effort to place the animal into another foster home, before the animal is brought back to the shelter.

Approved by:



Dino Sgambellone
Chief of Police

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404.00 Shelter Animal Environment			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is set standards for a safe and sanitary environment for animals, employees, volunteers and the public at the Animal Shelter. This policy is to provide a healthy environment for all animals the diet for all animals being housed at the Los Alamos Animal Shelter. This General Order is also to establish guidelines in for emergency medical care for injured or sick, stray animals under the care of the Los Alamos Animal Shelter or Public Service Aide.

II. POLICY

It is the policy of the Los Alamos County Police Department that the Animal Shelter will be maintained in a clean and sanitary condition. All animals at the shelter will be checked on, fed and watered daily. It is the policy of the Los Alamos County Police Department to seek or provide emergency medical care for injured or sick animals while in our care. This care will be provided in cooperation with local organizations capable of providing licensed veterinarian services.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. Cleaning :

1. Dog Kennels:

- i. Each day an employee or volunteer will clean and disinfect all occupied dog kennels, dishes and beds. Upon completion the dishes will be replenished with food and water. Cat Kennels:
 - a. Each day an employee or volunteer will clean and disinfect all occupied cat kennels, litter boxes and feeding dishes. The bedding will be washed as appropriate. The dishes will then be replenished with food and water.

2. Portable kennels and carriers:

- i. After each use, each portable kennel or carrier will be disinfected and rinsed thoroughly with water.

3. Food Prep Room, Dog Room, Cat Room, and Restrooms/Lobby:

- i. Will be kept clean at all times.
- ii. Sweep, mop and dust at least twice a week.
- iii. Clean shower, sink and toilet as needed.
- iv. Keep entire area neat and free of miscellaneous items.
- v. Put all trash in dumpster each day.

B. Feeding of animals

- 1. Upon intake of an animal into the shelter, the animal will be given an appropriate amount of food and a full bowl of water.
- 2. All animals housed in the shelter will be given fresh food and water on a daily basis.
- 3. Animals will not be given any food that has not been approved by shelter personnel.
- 4. All animals will be fed dry food, unless prescribed otherwise by a veterinarian.
- 5. All dog food will be kept in metal containers in the Shelter's food prep room.
- 6. All cat food will be stored in a container in the food prep room.

C. Emergency care

- 1. All reasonable efforts should be made to contact the owner of an injured or sick animal to determine a course of action and financial liability. The disposition of ownerless or animals who's owner cannot be contacted should be left to the PSA involved. In no case should the animal be allowed to suffer, without exhausting all means to relieve such suffering. In some extreme cases of suffering, an animal may need to be euthanized and disposed of appropriately.

Approved by:



Dino Sgambellone
Chief of Police

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405.00 Limits of Authority			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines regarding the limits of authority and discretionary powers of Public Service Aides.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide fair and unbiased animal enforcement services to the citizens of Los Alamos County.

III. DEFINITIONS: None at this time.

IV. PROCEDURES

A. Limits of Authority:

1. PSAs of the Department have the authority to enforce the laws of the State of New Mexico, and the County of Los Alamos, in regards to animals. Such authority is limited by Department, County Charter, New Mexico State Statute laws and U.S. Constitution.

B. Discretion:

1. One of the most critical aspects of the use of enforcement authority is in the area of discretion. The use of discretion can be a highly successful tool to resolve problems and conflicts, but only if used properly. If used incorrectly by employees, it possibly becomes an instrument of unprofessional, unethical, or illegal conduct.
2. PSAs differentiate between the effects of enforcement on community relations, the effectiveness and efficiency of the overall operation, and their role in society.
3. PSAs are allowed the use of discretion in many areas. For instance, whether or not to charge for minor violations, or release with a warning, or to settle minor disputes.
4. The Department recognizes limitations when using discretion. PSAs do not have any discretion when given a lawful order, when dealing with compliance to department policy or when specific laws mandate actions. PSAs should confer with supervisors when faced with discretionary situations that require assistance.

Approved by:



Dino Sgambellone

Chief of Police

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406.00 Disposal of Dead Animals			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish procedures concerning the disposal of dead animals so as to avoid contamination of live animals and humans with diseases transmitted from animal carcasses.

II. POLICY

It is the policy of the Los Alamos County Police Department to dispose of dead animals in a safe manner to avoid contamination of live animals and humans with diseases transmitted from animal carcasses.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. General handling of all dead animals.

1. The animal's carcass should be picked up using a shovel or snake tongs.
2. The carcass should be placed in a plastic bag, and the bag tightly tied.
3. If fleas or ticks are seen, a flea powder should be spread over the dead animal and left for a short time. The PSA will then return to pick up the dead animal and dispose of it.
4. The PSA should wear proper protective attire while handling all dead animals.
5. The dead animal will be placed in an empty compartment in the animal control truck.
6. All dead animals will be transported to the Los Alamos County Landfill or to a veterinary clinic for examination/disposal.

B. Domestic Animals

1. In the event that a domestic animal is found or reported dead outside of its owner's residence, every effort shall be made to notify the owner of the animal to come to the scene and dispose of their animal. If the owner cannot be located within a reasonable period of time, the animal will be placed in a plastic bag and transported to the Los Alamos County Landfill or to veterinary clinic for examination/disposal.

2. A case will be assigned and a report taken for animal at large. Appropriate citations to the owner may be issued at the discretion of the PSA.

C. Livestock

1. In the event that a large animal (livestock) is found or reported dead, the animal's owner should be identified and notified.
2. The Parks and Recreation division can be contacted to assist with the removal of the animal at the request of the owner.
3. The County landfill should be notified prior to transport, so that burial preparations can be made.
4. A case should be assigned and a report taken describing the circumstances of the animals death.
5. At the owners request, or in the event that the owner cannot be contacted, the animal will be transported to the Los Alamos County Transfer Station, where it will be disposed of. The Transfer Station fees will be the responsibility of the owner.

D. Wildlife

1. In the event that a big game animal, such as deer, elk, bear, mountain lion, or turkey, is found or reported dead, the New Mexico Department of Game and Fish will be notified.
2. If the animal is in an area in which it is creating a hazard for traffic, the animal should be immediately moved to a safe area, until the arrival of the Game and Fish Officer.
3. In the event that a small animal, such as a rabbit, squirrel, skunk, mouse, bird or other such animal, is found or reported dead, the PSA will pick up and transport the dead animal to the Los Alamos County Landfill.

The same safety precautions as described above, for general handling of dead animals, should be taken when dealing with these dead animals.

Approved by:



Dino Sgambellone
Chief of Police

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409.00 Animal Trapping and Relocation			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2015
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to try to prevent animals from creating a health hazard, causing any destruction to property or becoming a nuisance to the public.

II. POLICY

It is the policy of the Los Alamos County Police Department to attempt the humane trapping and transport of domestic animals as well as to trap, transport and relocate unprotected species of wild animals so as to try and assure the safety of the public as well as the animal.

IV. PROCEDURES

A. The following procedures will be followed for trapping animals:

1. Upon the availability of the proper trap, a PSA will place a trap at a business or residence upon the request of the resident.
2. Upon the successful trapping of the target animal(s), the PSA will relocate the animal.
3. If there are additional animals needing to be trapped, the PSA will return the trap and attempt to trap additional animals.
4. If a trap has been set and an animal has not been trapped in a one -week period, the PSA may recover the trap.
5. In the event that other residents are waiting for a trap to become available no one trap will remain at a location for more than a one -week period.
6. Residents requesting trapping services will be responsible for monitoring the trap and notifying the Public Service Aids when an animal has been trapped.
7. Traps will not be left at a residence in which the resident will be out of town.
8. Residents using their own traps are responsible for relocation and release of trapped animals.

Approved by:



Dino Sgambellone

Chief of Police

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410.00 Euthanasia			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this general Order is to establish guidelines to determine which animals and at what point a decision is made to euthanize the animal and to ensure that animals needing to be euthanized are done so in a humane manner.

II. POLICY

It is the policy of the Los Alamos County Police Department to euthanize animals that are determined to be un-adoptable, have a serious illness, have a serious/life-threatening injury, or are determined to be vicious.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

- A. All attempts will be made to place all healthy sociable animals in good homes by means of adoption or foster care. Animals that cannot be placed because of illness or that are determined to be vicious will be euthanized. When an animal is to be euthanized, the following procedures will take place:
 1. Friends of the Shelter volunteers may be notified prior to the scheduling the euthanasia to ensure that last minute accommodations have not been found for the animal.
 2. Approval will be obtained from the PSA supervisor.
 3. An appointment will made with a local veterinarian.
 4. The animal will be transported to the veterinarian.
 5. The animal will euthanized by the veterinarian.
 6. The carcass of animal will placed in double plastic bags and transported to the landfill or cremated by the veterinary clinic and disposed of.

Approved by:



Dino Sgambellone
Chief of Police

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412.00 Volunteer Programs			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures to enhance the quality of life for the animals housed in the Los Alamos County Animal Shelter (Shelter); to find good homes for all adoptable animals at the shelter; and to educate the public on responsible pet ownership.

II. POLICY

It is the policy of the Los Alamos County Police Department to utilize the efforts of the members of the Volunteer Shelter Program (VSP) for the benefit of the animals housed at the Shelter.

III. DEFINITIONS

VSP Members – means individuals at least eighteen (18) years of age that have signed a waiver of liability or individuals sixteen (16) to eighteen (18) years of age that have signed a waiver of responsibility co-signed by their parent or legal guardian who has also signed a waiver of liability and/or individuals under sixteen (16) years of age accompanied by a parent or legal guardian who has signed a waiver. The current volunteer program is known as Friends of the Shelter.

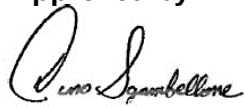
IV. PROCEDURES

A. VSP Members will assist the Shelter staff with the following functions:

1. Welfare of the animals
2. Provide supplies and care for the animals to enhance their quality of life
3. Provide additional care for special needs animals such as those needing extended medical care or special diets
4. Socialization and obedience training with help from the Los Alamos Dog Obedience Club
5. Grooming of animals
6. Conduct Shelter hours of operation when a Public Service Aide (PSA) is unavailable and handle financial adoption transactions in accordance with procedures established by the Police Department. This will include placing collected monies in a designated and secured drop box for PSAs to retrieve and turn into the Police Records Unit.

7. Promote the Shelter and assist in animal adoptions
8. Transportation of animals to other shelters, animal rescue groups and new owners
9. Pet education programs
10. Provide the public with information on responsible pet ownership, training and grooming
11. Provide new VSP members with training and animal handling, behavior assessment and grooming
12. Offer clinics on various other animal related topics of public interest

Approved by:



Dino Sgambellone
Chief of Police

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413.00 Animal Control Vehicles			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	OPR.01.08		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures relating to the use of Animal Control vehicles; to set qualifications and training requirements for use and operation of the vehicles; maintenance and care of the vehicles; and to list the equipment required to be carried in/on the vehicles or that are to be readily available on an "as needed" basis.

II. POLICY

It is the policy of the Los Alamos County Police Department to respond to animal calls and complaints; to assist citizens regarding animal complaints; conduct patrols and enforce the animal control ordinances of the County; and assure the proper care and maintenance of vehicles and equipment assigned to the animal control function.

III. DEFINITIONS

FLEET MAINTENANCE – means the County's Fleet Maintenance Facility, mechanics and other employees at that facility.

IV. PROCEDURES

A. Use of Animal Control Vehicles

1. Animal Control vehicles will only be used for the performance of official duties or as otherwise authorized by competent authority. They shall respond to calls and/or complaints involving animals and assist citizens and animals as may appropriate and in accordance with Department policies, procedures, General Orders, and their training. When not performing related or other assigned duties (i.e., responding to calls for service, attending to responsibilities at the animal shelter, directing traffic, assisting at the CDC or the Detention Center), PSAs will conduct patrols of the County in search of dangerous, wild, stray and/or injured animals and violations of animal control ordinances under their responsibility.
2. Public Service Aids (PSAs) assigned to the Animal Control function shall comply with all pertinent sections of **General Order 213.00 – Department Vehicles**.
3. Qualifications and Requirements for Operation of Animal Control Vehicles
4. Only personnel who have met all of the qualifications and requirements for, and possess, a current and valid New Mexico driver's license shall be permitted to operate the Animal Control vehicles.

5. The PSA Supervisor will be responsible for orienting new PSAs assigned to that function to the proper use and maintenance of the vehicle and its equipment before allowing the operation of the vehicle and the use of its assigned equipment.
6. Maintenance of vehicles shall be conducted by the Los Alamos County Fleet Maintenance Division as per their instructions. It is the responsibility of each PSA to assure that vehicles are taken to be serviced as scheduled and any maintenance issues be promptly brought to the attention of Fleet Maintenance.

B. Animal Control Equipment

1. The following equipment will be carried on the Animal Control vehicles or be readily available at the animal shelter, police headquarters or other approved location. PSAs assigned to the Animal Control function will be responsible for the maintenance and re-supply of the equipment assigned.
2. Equipment to be available on each Animal Control vehicle includes, but is not limited to, the following: At a minimum,
 - i. Two (2) Control Sticks
 - ii. Two (2) leashes
 - iii. One (1) snake tong
 - iv. One (1) twenty (20) foot braided rope
 - v. One (1) First Aid kit
 - vi. One (1) fire extinguisher
 - vii. One (1) camera
 - viii. One (1) pair of binoculars
 - ix. One (1) bird net and pole
 - x. One (1) Pepper Ball Gun and ammo
 - xi. Two (2) muzzles and snappy snares
 - xii. One (1) pair of Bite Gloves
 - xiii. One (1) base radio per
 - xiv. One (1) flashlight per
 - xv. Two (2) Control Boxes
3. Equipment available at the Animal Shelter for Animal Control purposes and may be transported in the Animal Control vehicles include skunk, squirrel, cat, and other traps approved by the Chief of Police or designee.

Approved by:



Dino Sgambellone
Chief of Police

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501.00 CDC Radio Procedures			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.25.02, 03, 06		

I. PURPOSE

It is the purpose of this General Order to specify acceptable and unacceptable radio procedures.

II. POLICY

- A. It is the policy of the Los Alamos County Police Department that all members operate the radio system in a legal and professional manner at all times. Unlawful and unacceptable use of the radio is never permitted and violations shall be reported by any and all members of the Department to their supervisor forthwith.
- B. It is the policy of the Los Alamos County Police Department to keep radio traffic to a minimum and restricted for official business only. Unnecessary use of the radio system and air time is not permitted.

III. DEFINITIONS

BOLO – Be On the Look Out. Signifies that a subject, vehicle, or item is of interest to a law enforcement agency for any of a variety of reasons.

Computer Aided Dispatch (CAD). The computer system used by the CDC to track calls for service/events and unit locations.

Chain of Command – refers to the Department's table of Organization, and identifies each member's supervisor to whom s/he reports, as defined in General Order 103.00 Organizational Structure.

Federal Communications Commission (FCC). The FCC is charged by law to license, regulate, monitor and enforce all licensing and radio communication operations.

Radio System – means the radio network and equipment used by the Department for members to communicate official police business with one another.

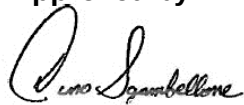
IV. PROCEDURES

- A. All radio operations will be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements. See also all General Orders in Section 500 of this Manual. Correct radio procedure includes the following, but is not all inclusive.
 1. The CDC is the base station for Public Safety radio communications in Los Alamos County. The CDC has the following call sign and shall be referred to as, "Los Alamos" for Los Alamos Police Department for all radio transmissions.

- i. The CDC has the capability to communicate via radio to other agencies. This is done by “patching” other agencies to unassigned radios frequencies in the CDC.
2. All officers and personnel assigned to the Department will be assigned call signs. Call signs will be the badge number, or other designator, assigned by the Chief of Police. Officers will be under the coding “LA”. Detention Staff will be coded “Union”, Public Service Aides will be coded “Raven”, Administrative Support Staff will be coded “Mary”, Dispatchers will be coded as “Dispatcher”, Chaplains will be coded as “Chaplain”, and other Department units will be coded as specified by the Chief of Police.
3. Unit numbers will be read as whole numbers with their appropriate call sign.
4. Radio calls will begin with the call sign of the station, unit or individual being called followed by the call sign of the caller. The calling unit will wait for a response from the called unit before transmitting any information or assignments.
5. The use of personal names in lieu of the call sign is not permitted. Names and titles of third parties are permitted.
6. All urgent/emergency traffic or in-progress calls will be dispatched immediately.
7. BOLOs with all pertinent information will be given out to field units as soon as possible after information has been received by the CDC.
8. All radio transmissions shall be professional and contain only official business. Units calling the CDC via radio shall wait to be acknowledged by the dispatcher before transmitting their traffic. Field units having “Emergency Traffic” will advise so at the time of their initial call to the CDC.
9. Personnel shall take all appropriate steps to prevent background noise, such as AM/FM radio transmissions, from being broadcast through the Department’s radio system.
10. The Los Alamos County Police Department, in compliance with federal and state directives, shall only use plain language. Use of any other radio “codes” or “signals” are not permitted.
11. Incorrect or improper radio procedure includes, but is not limited to, the following:
 - i. Transmitting unnecessary or needless signals, messages or communications of any kind.
 - ii. Use of profane, indecent, obscene, unprofessional or derogatory language.
 - iii. Willfully damaging or permitting damage to any radio equipment.
 - iv. Causing unlawful or malicious interference with any radio communication.
 - v. Intercepting, re-broadcasting, using or publishing the contents of any radio message without the permission of the Chief of Police or his or her designee.

- vi. Making any unnecessary, unidentified or improperly identified transmissions.
- vii. Making any unauthorized adjustments, repairs or alterations whatsoever to any component of the Department's radio system. (It is required by law that only properly trained, certified, and authorized radio technicians make adjustments or repairs).
- viii. Transmitting a call signal, letters or numbers that have not been assigned to the radio system by competent authority.
- ix. Denying a properly identified representative of the Federal Communications Commission access to radio equipment for the purpose of inspection. The equipment is to be made available at any reasonable hour.

Approved by:



Dino Sgambellone
Chief of Police

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502.00 CDC Quality Assurance/ Handling of Complaints			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to outline the process for resolving public safety communications problems and issues relating to procedures, equipment or personnel.

II. POLICY

It is the policy of all Los Alamos County Police Department, Fire and Emergency Medical Services (EMS) personnel and Consolidated Dispatch (CDC) personnel to act professionally at all times when utilizing any of the County's communications systems.

III. DEFINITIONS

Complaint Forms – the proper forms to be used for the purpose of filing a complaint on any Police, Fire, EMS or CDC personnel by other Police, Fire, EMS or CDC personnel are located in the Forms and Reports Manual.

COMMUNICATIONS SYSTEMS – means any radio, computer, telephone or other communications systems, devices, equipment or methods, or parts thereof, provided by the County.

CDC Oversight Committee – The CDC Oversight Committee consists of the following:

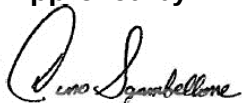
1. The CDC Director
2. Public Safety Administrators (Fire Chief or Deputy Fire Chief, Emergency Medical Services Division Chief, Police Chief or Deputy Chief, Emergency Manager Commander and Medical Director)
3. Representative from Information Management

IV. PROCEDURES

1. When incidents or events occur resulting in problems or concerns with policies, procedures, equipment and/or personnel in any of the agencies listed in this General Order, they shall be forwarded via the appropriate chain of command for said agency.
2. If the agency believes the matter should be resolved internally (that is, within the department), the appropriate commander, or supervisor shall address the problem within his or her organization. If the agency believes the matter needs to be addressed through another chain of command, it shall be forwarded to the appropriate chain of command in that organization for investigation, action, disposition and response as deemed appropriate.

3. All complaints shall be forwarded to the appropriate agency as soon as possible so that an investigation into the event can be initiated immediately and any corrective action(s) can be taken in an expedient manner.
4. Complaints or concerns received by the CDC Director or Dispatch Shift Supervisor shall be logged for reference, investigation, action and disposition. This will assist in the identification of persistent or recurring policy, procedural, equipment and/or personnel problems so that appropriate action(s) can be taken.
5. CDC dispatchers and Shift Supervisors shall never enter into debates or arguments with any field units, field supervisors or field commanders on the radio, telephone, via computer, or in person regardless of the provocation. Complaints involving dispatchers may be addressed by Shift Supervisors with documentation forwarded to the CDC Director for review. If the complaint involves a Dispatch Shift Supervisor, the complaint will be investigated by the CDC Supervisor. All information will be forwarded to the CDC Supervisor.
6. The responsibility for resolving all complaints rests with the Dispatch Shift Supervisors, CDC Director, Emergency Management Commander, Deputy Chief, or Chief.

Approved by:



Dino Sgambellone
Chief of Police

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503.00 Leave/Overtime for CDC Personnel			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish the procedure for assignment of personnel in the Consolidated Dispatch Center (CDC) to work beyond the scheduled times in the event another dispatcher is absent from duty due to illness, court, training, or scheduled leave.

II. POLICY

It is the Los Alamos County Police Department policy that there be a minimum of two (2) dispatchers on duty at all times. It is further Department policy that untrained personnel shall not be considered as qualified to meet this staffing standard.

III. DEFINITIONS

DISPATCHER – means a person who has successfully completed the training requirements for the CDC and has been released from the training program to fulfill the responsibilities of a dispatcher. A dispatcher must also successfully complete the New Mexico Law Enforcement Academy for Public Safety Telecommunicator.

DISPATCH SHIFT SUPERVISOR – means a person designated to supervise a shift and/or provide training coordination.

EMD – Emergency Medical Dispatcher – means a person who has successfully completed the training requirements and has been licensed with the State of New Mexico Department of Health.

SENIORITY – means the order in which personnel were hired.

IV. PROCEDURES

A. The CDC will have a minimum of two (2) dispatchers on duty at all times, one of which has to be an EMD.

B. Sick Leave

1. In the event that a dispatcher calls in sick and causes the shift to go below minimum, the following steps shall be followed:
 - i. First, on-duty dispatchers will be given the opportunity to cover the shift.
 - ii. Second, the relieving dispatchers will be given the opportunity to cover the gaps in coverage.

- iii. Third, the off duty shifts will be given the opportunity to cover the shift.
- iv. Dispatchers will be called until one is located to cover the shift.
- v. In the event that a dispatcher cannot be located to cover a shift, the Shift Supervisor or designee will advise the CDC Director and the on-duty Shift Commander of the situation.

C. Annual Leave

- 1. Will only be approved for the posted work schedule.
- 2. Leave will be approved by the Dispatch Shift Supervisor or the CDC Director and with advance notice.
- 3. Leave will be approved on a first-come first-serve basis.
- 4. If the request for annual leave will drop the shift below minimum, it will be the responsibility of the dispatcher to locate coverage if allowed by the Dispatch Shift Supervisor or CDC Director.

- D.** Should a dispatcher be scheduled for an approved, extended leave, the Dispatch shift Supervisor or CDC Director may arrange for another dispatcher's scheduled shift to be adjusted to meet the staffing needs of the CDC.

Approved by:



Dino Sgambellone
Chief of Police

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504.00 Clearing Radio Channels			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines for clearing radio channels for emergency traffic by Consolidated Dispatch Center (CDC) personnel.

II. POLICY

It is the policy of the Los Alamos County Police Department and the CDC to keep all radio frequencies clear for the transmission of official and emergency communications from officers in the field and for emergency calls for service received in the CDC.

III. DEFINITIONS

Emergency Traffic – means any radio communication involving a serious situation or notice of a high priority call such as an officer calling for help, a pursuit, a felony in-progress call or a tactical situation.

IV. PROCEDURES

- A. CDC personnel shall immediately and automatically clear a radio channel or frequency under the following circumstances:
 1. Officer needs help
 2. Pursuits
 3. In-progress calls with the threat of violence or known injuries
 4. Tactical Operations Emergency situations
- B. CDC personnel will clear and restrict the channel upon the request of any field unit. Upon clearing and restricting a channel, CDC personnel will confirm with the on-duty shift commander that s/he is aware that a channel has been cleared and restricted and that s/he is aware of the situation causing the action.
- C. During the time a channel or frequency has been cleared and restricted, units not directly involved shall be directed to an alternate channel for normal and non-emergency radio traffic.
- D. At the conclusion of the emergency situation that required the clearing and restricting of a radio channel, CDC personnel shall re-open the channel when so advised by the on-scene or shift commander. Upon being advised that the cleared/restricted channel is to be re-opened to normal traffic, CDC personnel shall contact all units operating on other channel(s) and advise them to return to their normal radio channel and resume traffic.
- E. At no time, whether routine or emergency traffic, shall any member of the Department use the radio to engage in superfluous or unofficial messages; use profane, indecent,

insulting or obscene language; send unidentified messages; or intentionally and maliciously interfere with other radio communications or traffic. Any improper communications or use of the radio is strictly prohibited and may result in disciplinary action up to and including termination.

Approved by:

A handwritten signature in black ink, appearing to read "Dino Sgambellone".

Dino Sgambellone
Chief of Police

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505.00 Dispatching Police Units Outside of Los Alamos County			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.15.01		

I. PURPOSE

The purpose of this General Order is to establish guidelines for the dispatching of police units outside of Los Alamos County.

II. POLICY

It is the policy of the Los Alamos County Police Department to respond to emergency situations located outside of Los Alamos County when so requested by other law enforcement agencies, when an emergency situation has occurred close to Los Alamos County and other law enforcement agencies are not on scene, or when jurisdictional lines are questionable.

III. DEFINITIONS

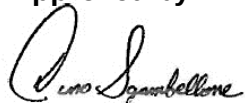
None at this time.

IV. PROCEDURES

- A. The Los Alamos County Police Department acknowledges that it is surrounded by other law enforcement agencies' jurisdictions. However, there are, from time-to-time, emergency situations that dictate the necessity of Department personnel and equipment to respond to emergencies such as high priority situations or in-progress calls for service involving the protection of life and safety until the correct law enforcement agency arrives on the scene. The following types of calls are indicative of those situations where units may be dispatched to locations outside of Los Alamos County:
 1. Any calls involving injuries or the threat to life.
 2. Any traffic accident or situation that blocks traffic entering or leaving Los Alamos County.
 3. Upon the request for assistance from any law enforcement agency.
- B. Consolidated Dispatch Center (CDC) personnel dispatching units outside of Los Alamos County shall immediately notify the on-duty shift commander. CDC personnel shall then immediately notify the proper law enforcement agency to advise them of the situation and to ascertain an estimated time of arrival on the scene by their responders.
- C. CDC personnel in doubt as to whether or not to send units outside of the County shall contact the on-duty shift commander and defer to his or her decision.
- D. The dispatch of all units outside of the County shall be documented in the CAD system by CDC personnel and include the nature of the call; its location; responding units; the

name of the on-duty shift commander notified and the date and time of the notification. Further included in the CAD entry will be the name of the agency notified, the individual notified, the date and time of such notification.

Approved by:

A handwritten signature in black ink, appearing to read "Dino Sgambellone".

Dino Sgambellone
Chief of Police

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506.00 Staffing Levels for the CDC			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to specify the staffing levels of the Consolidated Dispatch Center (CDC).

II. POLICY

It is the policy of the Los Alamos County Police Department to maintain optimum levels of personnel to meet the needs and demands necessary to fulfill the mission of the CDC on a twenty- four hours per day basis throughout the year.

III. DEFINITIONS

STAFF – means the number of personnel and their various ranks, titles and positions assigned to a Bureau, Section, Unit or sub-unit of the Department. The current number of personnel allocated to the CDC and their titles are as follows: CDC Supervisor, Dispatch Shift Supervisor, and Dispatchers. Dispatchers include the various levels of Dispatcher I and II.

RANK – refers to the hierarchy of authority and responsibility. In descending order, the ranks in the CDC are as follows:

1. Emergency Management Commander
2. CDC Director
3. Dispatch Shift Supervisor
4. Dispatcher II
5. Dispatcher I

IV. PROCEDURES

- A. The number and type of personnel assigned to the CDC is determined by the Chief of Police.
- B. The CDC shall be under the direct command of the CDC Director who reports to the Emergency Management Bureau Commander. The CDC Director shall assume responsibility for all operations, activities and management of the CDC. These include taking appropriate steps to recruit, hire and train the allotted number of personnel pursuant to County Policy. The CDC Director shall take all appropriate and authorized steps to direct the CDC towards the accomplishment of the CDC's mission. Such steps include planning, organization, directing, coordinating, budgeting, staffing and reporting to higher authority.

1. The CDC Director shall maintain copies of all laws, rules, regulations, memorandum, directives, lawful orders, official communications, policies and procedures as well as a system that is readily available to all CDC personnel that provides information concerning amendments to any pertinent laws, new directives orders, policies procedures, etc.
- C. The Dispatch Shift Supervisors shall be responsible for the day-to-day supervision and operations of the CDC.
- D. A Dispatch Shift Supervisor may be assigned as the CDC Training Coordinator and shall coordinate the training of all Dispatchers and assure the training meets all State, County, Police and Fire Department requirements.
1. The entry level position for the CDC is Dispatcher I. The dispatcher I immediately enters the training program. The training program is 12 weeks long where the trainee is placed with a trainer and evaluated throughout this time period. Once the trainee has successfully completed the training program, the dispatcher will be cleared to work "on her/his own". The trainee must also attend the New Mexico Law Enforcement Academy to achieve certification in Police Radio Dispatch within a year of the hire date.
- E. The CDC Training coordinator shall secure a copy of all training certifications and keep them on file at the CDC S/he shall periodically review the individual Dispatchers' training files and take all necessary steps to assure that certifications are current and not in danger of expiration. This file shall also contain a copy of each individual's valid State of New Mexico driver's license.
- F. The Dispatch Shift Supervisors shall be responsible for the scheduling of all Dispatchers to assure that adequate staff is on duty for each shift and to allow for coverage when personnel are off sick, injured, days off, vacation, training, testifying in court, or other approved absence.
- G. Shift Supervisors may be assigned to assist the CDC Director with various projects and assignments that contribute to the smooth operation of the CDC and enhance service delivery to the public and the various agencies involved in the delivery of services.

Approved by:



Dino Sgambellone
Chief of Police

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507.00 General Responsibilities of Dispatchers			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.25.07		

I. PURPOSE

The purpose of this General Order is to set forth the daily expectations and responsibilities of all dispatchers. This list is illustrative and is not all-inclusive. It may be added to from time-to-time either by oral or by written directive, memorandum or other official communication. In so doing, all personnel will have knowledge of what is expected so that efforts can be properly directed toward accomplishing the CDC Mission.

II. POLICY

It is the policy of the Los Alamos County Police Department that all dispatchers shall comply with the expectations, duties and responsibilities outlined or specified in this General Order.

III. DEFINITIONS

None.

IV. PROCEDURES

A. **Upon arriving for duty**, all dispatchers shall:

1. Report for duty on time and fully prepared to perform all duties and responsibilities immediately at the beginning of their shift.
2. Obtain a briefing of all pending calls, equipment issues and current calls for service from personnel going off-duty.
3. Check to make sure that all equipment is working properly or has been reported to the Dispatch Shift Supervisor or the CDC Director.
4. Check for and read all county and Dispatch related e-mails at the beginning of the shift.
5. Check for any messages relating to installations, maintenance or repairs to equipment and facilities.
6. Check for any messages relating to guests, visitors or tours.

B. **Duty hours:** The CDC operates on a 24 hour basis. During duty hours, dispatchers shall:

1. Stay alert and awake for the entire tour of duty.

2. Answer all 9-1-1 and telephone calls immediately. The department will insure that toll free telephone access is provided for emergency calls (877-261-4090).
3. Immediately enter all calls for service into CAD.
4. Dispatch all calls for service promptly and advise the Shift Commander of all calls pending, priority calls and unusual occurrences, events or information that may be pertinent to field operations.
5. Regularly check for, and be alert to, new information that may come to their attention by teletype, telephone, radio, e-mail, TTY, the various computer systems in the CDC, or any other mode of communication that may affect the CDC, field operations, the Police or Fire Departments or the County as a whole and promptly make all appropriate notifications either by radio, e-mail, telephone or as may be most appropriate
6. Report all radio, telephone, CAD, NMLETS/NCIC, monitor(s), camera(s), door controls, E 9-1-1, desk-console, furniture and facilities problems to the appropriate personnel as soon as possible and notify the Shift Supervisor. CAD problems will also be entered into CAD as "CAD Trouble."
7. File all stand-by lists in the appropriate section of the Stand-By Book and destroy the old list once it is no longer valid.
8. Complete all Municipal, Magistrate and District Court requests in a timely manner and file correctly.
9. Review all incoming teletypes and respond to any if so required. Promptly and properly respond to Hit Confirmations, BOLOs and ATLS.
10. Administrative teletypes for the preceding day will be filed after midnight of each day.
11. Teletypes that need to be shredded will be so destroyed after midnight of each day.
12. When wreckers (tow trucks) are requested, dispatchers shall complete the "Wrecker Log." If necessary, they shall contact the appropriate officer to get all the required information.
13. Complete all the necessary paperwork, logs and forms regarding the service of warrants.
14. Keep the CDC neat, clean and orderly at all times.

C. Departmental Resources

1. Communications Personnel will have immediate access to the following department resources.
 - i. Shift Commander – dispatch personnel shall be able to reach the officer in charge by radio or phone. Phone numbers to the officer in charge will be readily available at each dispatcher work station.

- ii. Duty Rosters – duty rosters for all Department personnel are provided for the CDC and shall be kept at each dispatcher work station.
- iii. Employee Listing – all department personnel are to have correct phone numbers where they can be reached. These numbers will be kept up to date and in the Office of the Chief of Police. These numbers are available on the County Intranet under the Los Alamos Police Department. A copy of the current Employee Listing will be kept at each dispatcher work station.
- iv. Visual Maps – visual maps detailing the Departments service will be posted throughout the CDC within sight of each dispatcher work station. Maps should include but are not limited to a Los Alamos County map with jurisdictional and area boundaries, area maps that show adjacent jurisdictions and overlapping service areas, Los Alamos National Labs TA-site maps and other maps as the CDC deems necessary. The CDC Computer Aided Dispatch (CAD) system also contains a detailed map of the area.
- v. Officer Status – it is the responsibility of the CDC Dispatchers to accurately enter, maintain and update the status of the officers on duty using the CAD system. Dispatchers shall remain aware at all times of the status of officers, detention staff and public service aides on duty.
- vi. External Resources – during emergencies there may be the need to procure external services. In the event of an emergency where external services are required, the CDC will have a list available at each dispatcher work station, with the contact information and services that can be provided. This list should include surrounding communication centers, police and fire agencies.
- vii. Tactical Dispatch Plan – See **General Orders 211.00 – Command Staff Notifications** and **212.00 – Specialized Unit Call-Out Criteria**.

D. At the conclusion of the shift, dispatchers shall:

- 1. Make certain that the on-coming shift is briefed.
- 2. Make certain that all work is completed. If work must be passed on to the next shift, make sure they are briefed.

E. General Responsibilities

- 1. Report any low supplies to a Shift Supervisor.
- 2. Be aware of shift schedules and assignments
- 3. Turn in leave requests as early as possible upon locating coverage, if applicable.
- 4. Turn in time sheets prior to the end of the pay period with appropriate leave and OT slips as requested.
- 5. Be familiar with any new resource materials such as maps, equipment, policies, procedures, orders, directives, manuals, memos or other official communications.
- 6. Keep noise level down when radios and telephones are in use.

7. Pay attention to what other dispatchers are doing.
8. Know where field personnel are and what they are doing for safety purposes
9. Inform the Dispatch Shift Supervisor of any and all issues, problems and information relevant to the operation of the CDC.

F. General Rules of Conduct

1. It shall be the responsibility of each employee to clean his or her work area immediately prior to the completion of his or her shift.
2. The consumption of food items in the CDC work areas is permitted so long as it does not interfere with the proper performance of duties or equipment. The use of spill proof cups or container is mandatory. Beverage and food spills must be immediately and thoroughly cleaned up. Any spills into the electronics of the consoles or other equipment must be immediately reported to the Shift Supervisor if necessary, the CDC Director shall be notified.
3. With the specific permission of the Dispatch Shift Supervisor, and as conditions may allow, reading newspapers, periodicals, books and magazines, watching television, playing computer games or other activity in the CDC is permitted so long as it does not interfere with the proper performance of duties. Any and all activity deemed inappropriate by the Shift Supervisor, or CDC Director is specifically not allowed.

Approved by:



Dino Sgambellone
Chief of Police

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509.00 Confidentiality of Records and Information			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to outline the policy and procedures regarding the *confidentiality of records and information* in the Consolidated Dispatch Center (CDC).

II. POLICY

A. It is the policy of the Los Alamos County Police Department that:

1. Any and all records or information that CDC employees have access to are deemed Confidential and shall not be copied, distributed, released, discussed or otherwise disclosed to any unauthorized person(s) or organization(s).
2. Whenever CDC personnel have any doubt about the release of information, they shall treat it as Confidential and refer the inquiring party to a Dispatch Shift Supervisor or the CDC Director.
3. Use and release confidential information only for official business and as stated in the Los Alamos County's HIPAA policy.

III. DEFINITIONS

CONFIDENTIAL INFORMATION – means any restricted or sensitive information and includes, but is not limited to, security procedures; alarms; criminal information; crimes; criminal intelligence information; warrants; vehicle, suspect, witness or victim information; court cases; personnel information; or any other type of information that could adversely affect any investigations, court cases, or the safety or privacy of personnel.

UNAUTHORIZED PERSON(S) or ORGANIZATION(S) – means and includes all non-law enforcement or public safety personnel and agencies. It also includes all law enforcement and public safety personnel who do not have both a NEED and a LAWFUL RIGHT to the information.

PHI – Protected Health Information; any information about health status, provision of health care, or payment for health care that can be linked to an individual.

IV. PROCEDURES

A. Release of Information

1. The members of the CDC shall treat all confidential matters accordingly. Information regarding any/all official business shall not be disseminated to anyone other than those to whom it is legally intended and who have a legitimate right and need to

know. Members having any doubts as to the release of information shall contact their supervisor prior to its release.

2. CDC personnel shall not discuss situations or information accessed in the CDC, or in public places, with the general public or other unauthorized persons.
3. Employee information is not to be given out to anyone.
4. CDC personnel shall respect the privacy of all others.
5. Breach of confidentiality will not be tolerated, and may result in reprimand or other disciplinary actions.
6. Resources and reference materials are not to be used for obtaining information to be used personally.

B. Emergency Medical Dispatching and Patient Confidentiality

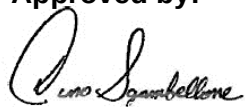
1. Information regarding any and all medical dispatch calls shall be consistent with the County's HIPAA policy.
2. Information regarding any and all medical dispatch calls will only be discussed:
 - i. With the EMD's Shift Supervisor
 - ii. With the CDC Director.
 - iii. In Quality Improvement reviews and discussion.
 - iv. With the CDC's Medical Director
3. Any CDC EMD who reveals any information outside of the above list will be subject to disciplinary action up to and including termination.
4. In accordance with State and Federal guidelines, when information is requested regarding Emergency Medical Service responses, it shall be treated as Protected Health Information (PHI) and we are only authorized to provide the number of patients, categories of patients and hospitals transported to.

C. Radio and Telephone procedures:

1. The CDC will insure that radio and telephone conversations are recorded and that an instant playback capability is accessible at all active dispatch work stations. The CDC Director will be responsible for insuring that all telephone and radio records are securely retained, including adequate electronic backup for a period of no less than one year.
2. The CDC Director will be responsible for insuring that all telephone and radio records are securely and properly handled and stored.
3. The CDC Director will insure that correct procedures are followed for reviewing recorded conversations. The CDC Director will insure that an accurate and up to date log is kept for all audio recordings that are downloaded and released by the CDC. This log will included both internal and external requests for recordings. The log will record the specific nature of the request, the name of the agency and person requesting the recording(s) and the date of the request. All requests for audio

recordings must be approved the CDC Director or the Emergency Management Commander.

Approved by:



Dino Sgambellone
Chief of Police

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/_____/

Troy Hughes
Fire Chief

/_____/

Justin Lyell Hazen,
MD, FACEP
Medical Director

511.00 Relief after Traumatic Incidents			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to provide guidance in the relief of employees involved in traumatic incidents.

II. POLICY

It is the policy of the Los Alamos County Police Department at the discretion of the Shift Supervisor, and with the approval of higher authority, to relieve any employee under the conditions listed in this General Order.

III. DEFINITIONS

TRAUMATIC INCIDENTS – shall include, but not be limited to, the following examples:

1. Serious injury or death of an employee's family member.
2. Involvement in a serious, life threatening, or other incident resulting in death or serious injury.
3. When a situation has required the lengthy or extensive involvement of an employee, such as a high-speed chase, felony in-progress call, officer involved shooting, or other situation which would justify the relief.
4. Any situation in which, in the opinion of the Supervisor, the employee is believed to be too distraught to perform his or her duties.

RELIEF – means the temporary relief from duty (Administrative Leave with Pay). The concerned or involved employee's Supervisor may relieve them for up to one shift. The Chief of Police must be notified immediately of any and all relief. Any "relief" requiring more than one shift shall be approved by the Chief of Police. Any "relief" may be countermanded by a higher authority than the one granting the "relief,"

IV. PROCEDURES

A. Relief from duty will be authorized:

1. Any time the employee handles a critical incident involving an on-duty employee's family, if the employee so requests such relief.
2. When an employee's involvement in a stressful situation has had a serious emotional effect that, in the opinion of the Supervisor, renders the employee unable to continue to carry out his or her duties. Such situations may include non-duty related stress such as family emergencies.

- B. Upon assessment of the situation and the possible need for relief due to the stress caused by a critical incident, the on-duty Shift Supervisor, may decide to relieve one or

more employees, including the entire shift. The Shift Supervisor shall contact relieving employees and recall them to duty immediately. The Chain of Command shall be followed to arrange for the necessary relief.

- C. The Shift Supervisor has the authority to relieve any employee at any time if in their opinion the employee is not able to perform the required duties of the position. Such relief shall be made in consultation with the shift supervisor's Chain of Command. Whenever any employee is relieved, the individual authorizing such relief shall cause a complete and detailed report to include the names of the personnel involved, the nature of the incident causing the relief and all other pertinent circumstances to be completed before the end of the shift and forwarded to his or her supervisor and Command Staff. The Supervisor shall notify the Human Resources Department for any necessary actions.
- D. The Supervisor, shall arrange for a critical incident stress debriefing for any personnel involved in a situation where such debriefing would be deemed advisable or as requested by an employee.

Approved by:



Dino Sgambellone
Chief of Police

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512.00 Terrorism Alerts			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to direct the notification of specific personnel in response to Terrorism Alerts. This General Order is in addition to General Order 211.00 – Command Staff Notification and 513.00 – Emergency Management Notification.

II. POLICY

It is the policy of the Los Alamos County Police Department to notify the below listed personnel immediately whenever imminent threatening Terrorist information is received.

III. DEFINITIONS

Terrorist information –any information from a Federal Government agency, State agency or other reliable and credible source in a position to provide such information in regards to terrorist activity. Information containing any direct threat to Los Alamos County, Los Alamos National Laboratory, or the immediate surrounding area shall cause the immediate activation and implementation of this and all other appropriate General Orders.

IV. PROCEDURES

- A. The CDC may receive communications from Federal or State agencies or other reliable and credible sources regarding Terrorism Alerts. These alerts may come in the form either a telephone call or a teletype. In the case of an alert indicating a higher threat level, the CDC personnel on-duty shall determine if the alert information indicates a threat may have direct or proximate relevance for Los Alamos County and is of such a nature that may or would cause implementation of the County's Emergency Plan or other immediate action by the Department, the below listed personnel shall be notified immediately. If the threat does not immediately impact Los Alamos County or the surrounding area, notifications shall be made as soon as possible if the listed personnel are on-duty or, if not on-duty, pursuant to the direction of the on-duty supervisor.

- i. Command Staff
- ii. The Chief of the Fire Department
- iii. The Emergency Management Commander
- iv. The on-duty Shift Commander

Approved by:



Dino Sgambellone
Chief of Police

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513.00 Emergency Management Notification			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to outline the procedures to be used in notifying the Los Alamos County Emergency Management Coordinator. In order for the Office of Emergency Management to function at its fullest capability and to provide the citizens and public safety personnel of Los Alamos County with the best possible response to emergencies and disasters, it is necessary for the Emergency Manager to be notified as soon as possible during the situations listed in this General Order. See also, General Orders 512.00 -- Terrorism Alerts and General Order 211.00 – Command Staff Notification

II. POLICY

It is the policy of the Los Alamos County Police Department to contact the Emergency Management Coordinator as soon as possible during actual or pending emergencies that impact, or may impact, Los Alamos County and the safety and welfare of its citizens.

III. DEFINITIONS

DISASTER (major) – means any event or imminent threat that causes or threatens widespread or severe damage, injury, or loss of life or property resulting from a natural, technological, and/or national security incident, or other disasters or emergencies that exceed or may exceed the capabilities and resources of the State, County, or disaster relief organizations. NOTE: A disaster is of greater scope than an emergency.

EMERGENCY – means any event or occurrence for which, in the determination of the Situation Analysis Team (County Manager, Chief of Police, Fire Chief, Public Works Director, Utilities Manager or Emergency Management Commander), additional non-County resources are needed to supplement local efforts and capabilities to save lives, protect, provide for the public health and safety, and to lessen or avert the threat of a catastrophe. NOTE: An emergency is of less impact than a disaster.

IV. PROCEDURES

- A. The Emergency Management Bureau Commander for Los Alamos County shall be notified as soon as possible of any of the following situations in or around Los Alamos County:
 1. Severe weather (heavy rain, heavy snow, tornado, etc.);
 2. Flood advisories or dam failure;
 3. Acts of terrorism;
 4. Hazardous Materials incidents that result in significant disruption such as evacuations and extended road closures;
 5. Earthquake, avalanche or landslide;

6. Major fires (wildfires, forest fires, brush fires, urban fires) in or around Los Alamos County;
 7. Civil Disorders (riot, protest, job actions, etc.);
 8. Airplane crash with injuries or deaths;
 9. Power failure for an extended time period that covers a large area;
 10. Any situation that is going to impact public health (multiple plague, rabies, bird flu, or any pandemic victims in or near Los Alamos County);
 11. Any situation that is going to require special resources other than that which the Los Alamos Police or Fire Departments may use; or
 12. Any situation that involves a large or significant portion of the County.
- B. The Emergency Management Commander shall be contacted as soon as possible via phone to his or her office, cell phone, home phone or by radio. Current contact information shall be maintained by the Consolidated Dispatch Center and be readily accessible at all times.

Approved by:



Dino Sgambellone
Chief of Police

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514.00 Integrity, Conduct and Ethics			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to set forth the basic standards of integrity, conduct and ethics for members of the Consolidated Dispatch Center (CDC). The Los Alamos County Police Department is committed to operating with integrity and values the integrity of all of its members and that of the Department as a whole. We value honesty and trust in the way we treat one another and in the way we meet our commitments.

II. POLICY

In accordance with the Los Alamos County Code and Personnel Rules and Regulations, every member of the Los Alamos Police Department CDC, is expected to function in a highly self-disciplined and professional manner, and is responsible to regulate his or her own conduct themselves in a positive, productive and mature professional manner.

III. DEFINITIONS

CONFLICT OF INTEREST – in which the personal interests of the employee and the interests of the Department conflict, which include, but are not limited to the following:

1. Use of the member's position in the Department for personal gain for oneself or for any person (family, friend, or associate) with whom the member is related or has personal, business or financial ties.
2. Any outside activity that could adversely affect or give the appearance of adversely affecting the independence and objectivity of the member's judgment.
3. Activities that could interfere with the timely and effective performance of one's duties.
4. Activities that could discredit the Department.

DISCIPLINARY ACTION – means that when discipline is to be imposed, depending on the severity of the issue, discipline, up to and including termination will be considered. When discipline is to be imposed, progressive discipline will be considered when it appears that the merits of the case would lend itself to this procedure. The level of discipline to be imposed is the exclusive right of management.

IV. PROCEDURES

A. All members shall:

1. Follow the directives and policies of both the County of Los Alamos (LAC) and the Los Alamos County Police Department, where applicable;

2. Use their training and capabilities to provide for the safety and welfare of the citizens, public safety personnel and themselves
3. Work competently and cooperatively in their positions to function effectively
4. Conduct themselves at all times in a manner that will reflect credit upon themselves and the Police Department;
5. Conduct themselves in a professional, effective and considerate manner, and follow directions and instructions in a positive and cooperative professional manner
6. Conduct themselves in a manner that creates good order within the Police Department
7. Use good judgment;
8. Observe the work hours of their schedule and assignments;
9. Follow the Chain of Command;
10. Obey the law; and
11. Respect and care for the equipment and property of the Department.

B. Members shall not: (An employee violating this directive is subject to disciplinary action)

1. Engage in any activity that is detrimental to the public, or the department;
2. Engage in activities which could result in a conflict of interest:
3. Violate the LAC Workplace Violence policy and procedures;
4. Abuse sick leave, or be absent without leave;
5. Steal
6. Use or misuse government property for personal gain;
7. Commit any criminal offense, or act of moral turpitude;
8. Use alcoholic beverages, debilitating drugs, or any substance that could impair their physical or mental capacities while on duty, or otherwise violate the LAC Drug and Alcohol Policy;
9. Engage in any sexual activity while on duty;
10. Engage in illegal gambling;
11. Engage in any conduct in violation of the LAC Sexual Harassment policy;

12. Engage in any activity prohibited by state or federal law, the County, County Personnel Rules and regulations, County Policies and procedures, or Department Policies;
13. Make any false, misleading or erroneous statements or false claims, including, but not limited to: Knowingly falsifying documents such as time sheets, reports, certifications, or security verifications;
14. Intentionally access another person's personal data or correspondence without authorization from the Chief of Police or his or her designee;
15. Disclose confidential information concerning county business, including personnel matters, or use such information for personal advancement or advancement of others;
16. Accept any substantial free or preferred services, rewards, gifts or favors anyone doing business with the County, or of such value that it may influence the member in the discharge of his or her duties;
17. Demonstrate incompetence, neglect of duties, insubordination, discourteous treatment of the public or other employees; or
18. Engage in political activity prohibited by law or County Rules and Regulations.

C. RESPONSIBILITIES

1. The Police Department and the CDC are responsible for:
 - i. Providing continuing guidance on Department practices, policies, procedures, directives, rules, regulations and orders to any employee who seeks clarification;
 - ii. Reviewing and investigating all allegations violations; and
 - iii. Enforcing compliance with this General Order.
2. All employees are responsible for:
 - i. Regularly reviewing their knowledge and understanding of all General Orders;
 - ii. Upholding integrity, proper conduct and ethical practice in their daily conduct;
 - iii. Seeking help when the proper course of action is unclear or unknown to them;
 - iv. Remaining alert and sensitive to situations that could result in actions by any employee that are improper, illegal, unethical, or otherwise in violation of General Orders;
 - v. Notifying fellow employees when it appears that they are in danger of violating this General Order; and
 - vi. Reporting violations of this General Order to their supervisor, Commander, the Chief of Police or the Human Resources Department in a timely manner.

Approved by:



Dino Sgambellone
Chief of Police

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515.00 9-1-1 Calls			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.25.04		

I. PURPOSE

The purpose of this General Order is to outline the proper response to hang up or abandoned 9-1-1 calls.

II. POLICY

- A. It is the policy of the Los Alamos County Police Department to respond to all 9-1-1 calls in accordance to 10.6.2 NMAC as amended.
- B. Law enforcement agencies are required to investigate all 9-1-1 hang up calls. Officers will be dispatched to all such calls to ascertain if emergency services are needed at the location or to take proper enforcement action to prevent false or accidental calls from that location in the future.
- C. All 9-1-1 calls will be properly documented and investigated in accordance with the procedures in this General Order.

III. DEFINITIONS

9-1-1 calls – are phone calls coming into the CDC that usually indicate that some emergency exists. Such calls are to be answered immediately so that appropriate emergency services can be dispatched and render aid.

Abandoned 9-1-1 calls -- are those calls where the call is disconnected prior to answering.

Open Line 9-1-1 calls -- are those calls that when answered have an open line with no voice response.

Hang Up 9-1-1 -- calls that when answered have a voice or sound on the line but are disconnected upon answering or shortly thereafter.

Wireless Device — any device able to call 911 that is not tied to a landline or stationary device, such as cell phones, iPods/iPads, tablets, etc.

IV. PROCEDURES

- A. CDC personnel shall attempt to answer all 9-1-1 calls immediately. At least ninety percent (90%) of all 9-1-1 calls will be answered within ten (10) seconds, and the remaining ten percent (10%) of all 9-1-1 calls answered within twenty (20) seconds. Appropriate emergency personnel and equipment shall be dispatched immediately.

1. All 9-1-1 calls are to be answered with "Los Alamos 9-1-1, what is the address of the emergency?" The following questions, unless volunteered by the caller, shall be asked in the following order:
 - i. "What's the phone number you're calling from?"
 - ii. "What's your name"?
 - iii. "Ok, tell me exactly what happened."
 2. Based on the response to the final questions, the CDC personnel will classify the event as a call for service with entry into CAD. A CAD incident will be created for every 9-1-1 call received. Multiple 9-1-1 calls relating to the same event may be indicated within the initial CAD incident. See also General Order 519.00 CAD Entry Standards. The telephone number and address, if provided by the E 9-1-1 system, will be documented in the CAD.
- B. In the instance of "abandoned" or "hang up 9-1-1 calls" from a residence or business, the following steps will be taken:
1. The dispatcher shall create an incident in CAD, and shall first attempt to call the telephone number back and make contact with the caller. If the caller is contacted, the dispatcher will ascertain the following:
 - i. Confirmation of the telephone number and address;
 - ii. Obtain the name of the person answering the phone;
 - iii. Ascertain if anyone at that location dialed 9-1-1 for assistance and if so, what kind of assistance is needed;
 - iv. Regardless of whether or not the caller advises that assistance is needed, the dispatcher will dispatch appropriate emergency units immediately. At a minimum, a police officer needs to be dispatched to verify that emergency services are not needed.
 2. If the phone is hung up, there is no answer, or if it is not possible to make contact with anyone at the location or if it is not possible to determine if a problem exists, an officer will be dispatched to the location immediately for further investigation.
 3. Make a CAD entry logging all available and pertinent information.
- C. In the instance of an open line 9-1-1 call from a residence or business, the following steps will be taken:
1. The dispatcher shall attempt to make contact with a person on the line;
 2. The dispatcher should ask the caller the necessary questions to provide assistance if necessary and then immediately dispatch the appropriate emergency personnel and equipment; or
 3. To have the person make a noise of any sort to indicate that someone is on the line.
 4. Regardless of whether or not a person responds or makes a noise, the dispatcher shall assume that there is someone on the line and continue to reassure the caller that an officer is being dispatched to the caller's location.

5. The dispatcher will dispatch a police unit immediately, advising the unit that the line is open with no response. The on-duty Dispatch Shift Supervisor will decide if the dispatcher should break contact with the open line and may seek the advice of the responding officer.
 6. Make a CAD entry logging all available and pertinent information.
- D. In the instance of abandoned or hang up 9-1-1 calls from pay phones, the following steps will be taken:
1. The dispatcher shall begin to attempt to call the telephone number back to make contact with someone in the area.
 2. The dispatcher shall immediately dispatch an officer to the location of the pay phone to investigate the need for emergency services or if the call is prank.
 3. The dispatcher shall create a CAD incident to include the telephone number, location and disposition of the call.
- E. In the instance of open line 9-1-1 calls from pay phones, the following steps will be taken:
1. The dispatcher shall attempt to make contact with a person on the line.
 2. The dispatcher should ask the caller to make a noise of any sort to indicate that someone is on the line. Regardless of whether or not a noise is made, the dispatcher should continue to assume that there is someone on the line. The dispatcher will continue to reassure the caller that an officer is being dispatched to the caller's location.
 3. The dispatcher will dispatch a police unit immediately, advising the officer that the line is open with no response. Call load permitting, the dispatcher will not break contact unless directed to do so by the responding police officer.
 4. The dispatcher shall log the incident in CAD.
- F. In the instance of abandoned or hang up 9-1-1 calls from pay phones at public schools during normal school hours, the following steps will be taken:
1. The dispatcher shall create a CAD incident to include the telephone number and location of the call, if shown on the E-9-1-1 screen.
 2. The dispatcher shall contact an adult school official to check the telephone from where the call originated and advise the school official to call back and advise of his or her finding. All steps taken shall be recorded in the CAD incident, including the name of the school official. The dispatcher shall immediately dispatch an officer regardless of whether or not a school official is able to investigate.
- G. In the instance of open line 9-1-1 calls from pay phones at public schools during normal school hours, the following steps will be taken:

1. The dispatcher shall attempt to make contact with a person on the line.
 2. The dispatcher shall create an incident in CAD using the information on the E-9-1-1 screen, and
 3. The dispatcher should ask the caller to make a noise of any sort to indicate that someone is on the line. Regardless of whether or not a noise is made, the dispatcher should continue to assume that there is someone on the line and reassure the caller that an officer is being dispatched to the caller's location.
 4. The dispatcher will dispatch a police unit immediately, advising the unit that the line is open with no response.
 5. If there is no noise on the line, the dispatcher will advise the caller that he or she needs to break contact with the open line and to contact a school official to respond to the location to meet with the police unit.
 6. The dispatcher shall contact an adult school official to check the telephone from where the call originated and advise the school official to call back and advise of his or her finding. All steps taken shall be recorded in the CAD, including the name of the school official.
- H. In the instance of abandoned or hang up 9-1-1 calls from a wireless device, the following steps will be taken:
1. The dispatcher shall create a CAD incident to include the telephone number and location of the call, as shown on the E-9-1-1 screen, and shall call back the number displayed on the E-9-1-1 screen and attempt to make contact. If contact is made, the dispatcher will ascertain the following:
 - i. Confirmation of the address;
 - ii. Obtain the name of the person answering the phone;
 - iii. Ascertain if anyone at that location dialed 9-1-1 for assistance and if so, what kind of assistance is needed;
 2. If contact is not made, the dispatcher will leave a message if possible advising that the phone called 9-1-1, and requesting a call back. This will be noted in the CAD incident.
 3. A dispatcher will advise the on-duty Shift Commander of excessive or multiple repeat abandoned 9-1-1 calls from the same wireless device. Upon request of the on-duty Shift Commander, a dispatcher may initiate owner information with the wireless providers.
- I. In the instance of open line 9-1-1 calls from a wireless device, the following steps will be taken:
1. The dispatcher shall attempt to make contact with a person on the line.
 2. The dispatcher shall create an incident in CAD using the information on the E-9-1-1 screen, and

3. The dispatcher should ask the caller to make a noise of any sort to indicate that someone is on the line. The dispatcher should attempt to trace the location of the wireless device if possible.
4. If there is no response and background noise indicates that the wireless device may be located in an obscure location such as a pocket or a backpack, the dispatcher should break contact and call the device back. This shall be recorded in CAD, and the dispatcher shall follow the instructions for an abandoned or hang up 9-1-1 call from a wireless device.

Approved by:



Dino Sgambellone
Chief of Police

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516.00 Cancellation of Police Calls			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is guide the cancellation of police calls for service.

II. POLICY

It is the policy of the Los Alamos County Police Department to cancel calls for service only with the knowledge and approval of the dispatched officer and/or the officer's supervisor/commander.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

- A. In the event that a citizen calls to cancel a call for service that has been given to a responding unit, the CDC dispatcher shall inform the responding officer(s). The primary responding officer will determine the course of action to take regarding the call.
- B. In the event that a citizen calls to cancel a call for service that has not yet been given to a responding unit, the CDC dispatcher shall inform the on-duty shift commander that a call for service was received and a request to cancel the call for service was also received. The determination to respond or not to respond shall be at the discretion of the on-duty shift commander.
- C. No calls involving domestic violence or other threats of violent crimes or 9-1-1 hang-ups will be cancelled by the dispatcher. Contact must be made by the officer(s) to determine the status of the call, regardless of the request to cancel.
- D. When a call is cancelled by the primary officer, CDC personnel shall immediately notify other responding units of the cancellation so they may discontinue their response.
- E. All information concerning any request to cancel a call and all calls cancelled by officers shall be documented in the CAD system by the dispatcher.

Approved by:



Dino Sgambellone
Chief of Police

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517.00 Bank Alarms			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to set procedures for Consolidated Dispatch Center (CDC) personnel in dispatching Bank Alarms.

II. POLICY

It is the policy of the Los Alamos County Police Department that CDC personnel will dispatch Bank Alarms in a timely manner, in accordance with the procedures set forth in this General Order.

III. DEFINITIONS

Bank Alarm – means an electronic or other notification of a situation occurring in a banking institution requiring a police response. Alarms may be activated in case of robberies, hostage taking, or other emergency situations.

IV. PROCEDURES

- A. Upon receipt of an alarm from a banking institution, CDC personnel will immediately dispatch a minimum of two police units to the scene. If requested by the on-duty shift commander, CDC personnel will also immediately notify the Investigation Section and the Patrol Operations Commander so that an unmarked police vehicle may be dispatched to make the initial contact with the bank.
- B. Prior to, or upon, arrival of police units at the scene, the CDC will attempt to make telephone contact with the bank using the designated number for the bank emitting the alarm.
- C. When contact is made with the individual answering the phone, the dispatcher will identify themselves and ascertain if the bank is in fact being robbed or if another emergency situation is taking place.
- D. If the individual answering the phone advises that a robbery or other situation is in fact taking place or if the phone is not answered, the dispatcher will so advise the police units at the scene so that they can take appropriate actions.
- E. If the individual answering the phone advises that a robbery or other situation is NOT in fact taking place, the dispatcher will advise the individual to exit the bank through the doors as directed by patrol to meet with patrol units on scene. The dispatcher will ascertain a complete description of the individual directed to exit the bank to include hair, facial, clothing, and other physical descriptors of the individual. The dispatcher will so advise the police units on scene.

- F. Dispatchers will then immediately clear the channel upon the request of the responding officers or Shift Commander of other radio traffic and direct units not involved in the bank situation to move to another channel so as not to interfere with units at the scene.
- G. An un-answered telephone will be treated as a valid alarm. CDC personnel will standby for instructions from officers or a police commander at the scene.

Approved by:



Dino Sgambellone
Chief of Police

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518.00 Shift Reports			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to set out the format of Shift Reports and the responsibilities regarding their completion. Shift Reports are an important communications mechanism for Department personnel. The Shift Report provides important data relating to calls for service, criminal activity and operational information needed by various Departmental personnel in the completion of their respective duties.

II. POLICY

It is the policy of the Los Alamos County Police Department that at the end of every shift, the Shift Supervisor, or his or her designee, shall cause to be compiled a summary of the activities and information needed to be passed on to the next shift and other Departmental personnel and have that report forwarded in a timely manner prior to the end of shift.

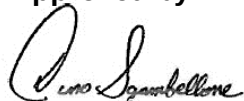
III. DEFINITIONS

Shift Report – means a summary of activities from the shift and other pertinent and important information that needs to be passed on to the Operations Shift Supervisor and other Departmental personnel.

IV. PROCEDURES

- A. Near the completion of each shift, the Shift Supervisor shall cause a Shift Report to be assembled and forwarded to the off-going Shift Supervisor in Patrol. The Shift Report will run from 0530 to 1730 and 1730 to 0530.
- B. The Shift Report will be generated from CAD Reports in the form of an Event Register and then forwarded to appropriate personnel.
- C. Comments will be posted in the shift report for the communication of essential information, cases, and including all personnel who call in sick for the next day.
- D. The Patrol Shift Commander shall review the Shift Report and make any appropriate corrections and add any pertinent information and shall forward the report to Police Command and Police Supervisors via Department email before going off-duty.

Approved by:



Dino Sgambellone
Chief of Police

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519.00 CAD Entry Standards			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.25.05, 06		

I. PURPOSE

The purpose of this General Order is to establish standards for entries of calls for service into a Computer Aided Dispatch ("CAD") system by the Los Alamos County Police Department Consolidated Dispatch Center ("CDC").

II. POLICY

It is the policy of the Los Alamos County Police Department that all calls for service be entered into a CAD system in a timely fashion. This ensures the safety of those that seek assistance from Los Alamos County Police Department. Entering calls in a timely fashion also ensures the safety of the public safety responders. It is further the policy of the Department that all CAD entries be recorded in a consistent manner.

III. DEFINITIONS

Advised Event – event created for informational purposes that did not require the response of the Police Department.

Article – includes evidence, property or items involved in calls for service.

CAD – Computer Aided Dispatch system.

CFS – Calls for Service -- Requests from the public for assistance from the CDC/Police Department.

Disposition – the manner in which a call for service was concluded as provided by the responding officer.

Event Type – description of the call for service/incident.

Event Number – Number assigned by CAD in a numerical sequence to indicate order in which calls for service are received.

Remarks – a field within CAD used to further describe the incident.

Supplemental Information – Information on people, vehicles, articles, tows, etc. involved in a call for service.

Unit/Event Status Screen – a screen within CAD used to monitor status of units.

IV. PROCEDURE

- A. Consolidated Dispatch Center (CDC) personnel will assign a unique computer generated event number, which includes the date and time of request, to each call for service in CAD as it is received, whether by telephone or by radio from field personnel. All calls for service received by the CDC for Los Alamos County, whether law enforcement by nature or not, are to be entered into CAD. Entries into CAD must be as complete as possible, and should, at a minimum, entail:
1. Location —Location entered must be the location of where the incident took place or is taking place. Locations should be entered using either Common Place names as preset by the CAD or by entering the physical address of the location. Locations on officer initiated calls for service will be entered as the unit advises. If the unit advises of a location that is not known to exist, the CDC will clarify with the officer his or her location.
 2. Event Type -- Event Types entered should be the event as described by the reporting party and as clarified by the dispatcher taking the information from the reporting party. A list of all Event Types and the appropriate description of what each Event Type includes is maintained at the CDC. Event Types may have a subtype to further clarify the event type; for example, the Event Type "DOMESTIC" may include subtypes for "Battery" or "Assault." Event Types have priorities predetermined by CAD and the priority should be checked to confirm it is correct for each call for service as received. As officers are at events, it may become apparent that the initial Event Type is not the correct Event Type. The CDC will change the Event Types to reflect the Event Type that is actually the type of event/call for service prior to closing the event.
 3. Remarks -- Remarks regarding the incident/request for service should be entered into CAD to further describe the incident. If an incident is in progress, the first remark entered should be "IN PROGRESS." Remarks should be entered in complete sentences with proper spelling and grammar, as once remarks are entered, they become part of the permanent police record and cannot be edited. Therefore, remarks are not to include personal identifiers (information that is issued solely to one person such as social security numbers, driver license numbers, etc.). Personal identifiers should only be listed in the Supplemental Information area of CAD.
 4. Reporting Party Information -- a callback number for the reporting party should always be gathered as contact with the reporting party may be broken. This number should be recorded in the reporting party information area of CAD. The name of the reporting party should be included when the reporting party is willing to release his or her name. Callers have the right to remain anonymous; should a reporting party wish to remain anonymous, this should be indicated in the Name field. Whenever possible, the dispatcher should also gather the reporting party's address, and this information should also be entered in the reporting party information area of CAD.
 5. Once a call for service has been entered into CAD, the call taking dispatcher should continue to update the event with information as received from the reporting party. The radio operating dispatcher should continue to monitor the CAD as calls are updated to relay information to the responding units. As responding units continue to advice of information related to the event, the radio dispatcher will enter the pertinent comments into the remarks of the event. Pertinent comments include, but are not limited to, the following:

- i. Advisement of field sobriety tests (FSTs)
 - ii. Advisement of a subject in custody
 - iii. Advisement of transporting subjects to jail
 - iv. Advisement of escorting subjects
 - v. Advisement of descriptors on subjects (wanted subjects, missing subjects, etc.)
 - vi. Advisement of descriptors on items (suspect vehicle, missing items, etc.)
 - vii. Advisement of remarks that the responding units request be entered into the event
6. The radio operating dispatcher will also be responsible for updating a unit's status to indicate in CAD that the unit has been dispatched. The radio operating dispatcher is further responsible for marking units en route or arrived as the responding units advise the CDC. Units will only be marked en route or arrived in CAD as directed by the responding units.
7. As units request, or as units advise of persons, vehicles, and/or articles involved in a call for service, if I/Informer is unavailable the CDC will enter the information into the Supplemental Information section of CAD. Supplemental Information should be included whenever possible, and at a minimum, the following should be entered into Supplemental Information:
- i. Vehicle information on all traffic stops;
 - ii. Personal information on all arrests;
 - iii. Personal information whenever given by units and/or checked by a unit via NCIC/NLETS;
 - iv. Article information that is given by units and/or checked by a unit via NCIC;
 - v. No personal information will be entered for Fire and Medical calls.
8. Remarks on Supplemental Information will reflect information that will be vital in the research of the call for service; for example, remarks on vehicle information should reflect the registered owner. Remarks for personal information may include "victim" or "suspect", but should not include social security information.
9. It is critical to the safety of the officers that the CDC maintains current locations on all units. Therefore, as units advise the CDC of location changes, the dispatchers will change the Unit/Event Status monitor to reflect the current location of the unit. This includes when an officer advises the CDC that s/he is on duty, in service, at the station, or off duty. All officers, to include detention staff, must be shown on the monitor until they advise that they are "out of service." As the CDC is to be familiar with shift changes of the patrol units and detention officers, should a unit fail to advise "out of service," the CDC may contact the shift commander and/or the replacement personnel for the unit that is believed to be out of service to confirm whether the unit is out of service and make the changes in the Unit/Event Status monitor. AT NO TIME shall the CDC remove a unit from service without confirmation that the unit is indeed out of service.
10. Once a unit and backup, if appropriate, has been advised of a call for service, the CDC shall show the advised unit as "dispatched" in status to the event. A unit advising that it is en route to a call for service shall be shown as "en route" in status to the event. A unit advising that it is on scene shall be shown as "on scene" in status to the event. The dispatchers will make the status changes promptly, as the CAD marks the time in the event. The CAD will also reflect the Officer(s) assigned,

the time that the unit(s) were dispatched and the time when the unit(s) returned to service.

11. Calls for information only may be entered into CAD as "Advised Events." Calls that fit the criteria for an advised event include, but are not limited to:
 - i. Requests for County departments to be contacted for response
 - ii. E911 calls received for response of units from other jurisdiction that are outside of the response area for Los Alamos County
12. Calls for service/events may be officer initiated. Officer initiated events will be entered in a manner that shows the call source as being "Officer."
13. Calls for service/events may be generated by walk in traffic at Police Headquarters. These events will be entered in a manner that shows the call source as "Walk-in."
14. Case numbers will be issued upon request of the responding units to events. Case numbers will always be issued for all arrests (with the exception of warrant arrests in which a prior case number may be used), vehicles towed at the request of a patrol unit, and roaming animals taken to the animal shelter. Fire service calls must be issued a "run number" which is the equivalent of a case number.
15. Events will be closed pursuant to the responding officers' direction. Dispositions will be entered under the direction of the primary officer on the call for service. Dispositions are to be used as follows:
 - i. Accident -- used for injury accidents or accidents where the damage is substantial enough to cause a case number to be utilized.
 - ii. Arrest -- used when a subject is arrested and when a criminal citation has been issued.
 - iii. Case Initiated -- Used when a case number has been issued, but not for accidents/traffic crashes. This disposition will override other potential dispositions with the exception of arrest when multiple actions are taken. For example, a subject on a traffic stop that is arrested, issued citations, and has a case number associated with the stop will be closed with the disposition of "Arrest." Should a traffic stop result in the issuance of citations and a case number is generated, the correct disposition is, "Case Initiated."
 - iv. Citation -- Used when a subject is issued a citation only. For example, in the event that a case is initiated and a citation is issued, the "Case Initiated" disposition is to be used.
 - v. Clear -- Used when responding units have cleared assignment. This disposition is only to be used on event types that do not require service to be rendered, such as foot patrol or extra patrol.
 - vi. Completed -- Used when responding units have completed an assignment. This disposition is only to be used on event types that do not involve a citizen's request service to be rendered, such as, a follow up.

- vii. For Information -- Used when a unit is advised and no response is required by an officer.
 - viii. Gone on Arrival -- Used when the reported subject of the event is not on scene upon responding officers' arrival.
 - ix. Handled by Patrol -- Used only when a patrol officer advises to use this disposition. It is used to indicate that patrol will use an internal system to advise all officers of the situation.
 - x. No Police Action -- Used for reported events in which police officers do not take action. For example, a medical call for service in which a police officer may respond but does not take any action.
 - xi. Non-Reportable -- Used for accidents when the damage is not sufficient enough to cause a case number to be issued or for accidents reported after the fact.
 - xii. Quiet on Arrival -- Used when the reported noise disturbance is not heard by responding officers.
 - xiii. Referred to Another Agency -- Used when the reported event is outside of the police department's jurisdiction and command of the event has been given to the appropriate agency with jurisdiction.
 - xiv. Service Rendered -- Used when appropriate service has been rendered by responding officers. A brief description of the action taken will be entered into the comments block on all Service Rendered dispositions.
 - xv. Unable to Locate -- Used when responding units have been unable to locate the reported event or subject of the reported event.
 - xvi. Unfounded -- Used when the event reported did not exist.
 - xvii. Warning -- Used when the subject(s) involved in a reported event are warned by responding officers.
16. Dispositions shall be issued to all events. Advised events may be closed utilizing the "advised event" procedure as described above.

Approved by:



Dino Sgambellone
Chief of Police

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520.00 Maintenance and Repairs of CDC Equipment and Facilities			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.25.08, 09, 10		

I. PURPOSE

The purpose of this General Order is to establish guidelines for the maintenance of Consolidated Dispatch Center (CDC) equipment and facilities.

II. POLICY

It is the policy of the Los Alamos County Police Department to maintain all of the equipment and facilities of the CDC in proper working condition.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

1. All facilities and equipment in, and associated with, the CDC shall only be used only for the purpose for which it was intended, following the manufacturer's instructions where provided or CDC approved training in the maintenance and repair of such equipment and facilities.
2. Maintenance and repairs to equipment and facilities will ordinarily be carried out by appropriate service personnel, Information Technology (IT) staff, or individuals approved by the CDC Director.
 - i. Maintenance and repairs to the backup generator will be conducted by Los Alamos County Fleet and Building Maintenance personnel.
 - ii. The CDC Director or his or her designee will be responsible for maintaining a liaison with the appropriate Los Alamos county personnel to ensure the backup generator is maintained, fueled and tested so that it is available at all times.
3. All CDC personnel shall assist in the maintenance of the equipment and facilities by promptly reporting any failures, defects, or damage found to the equipment or facility.
4. In the event of any equipment failure, or found defect or damage, the following procedure shall be followed:
 - i. Utilize back-up or alternate equipment to continue operations.
 - ii. Notify the Shift Supervisor immediately who shall:
 - a. Verify the failure, damage or defect.
 - b. Notify the CDC Director or, in his or her absence, the Emergency Management Bureau Commander.

- c. As directed, or as may be required, immediately notify the appropriate individuals or agencies to effect the repairs in a timely manner.
 - d. Log equipment and facility problems in the Shift Report.
 - e. Problems with the CAD system shall be reported to IT.
- 5. In the event of emergency evacuation of the CDC, or in the event of an equipment failure in the CDC that incapacitates emergency operation within the CDC, all incoming 911 and non-emergency lines will be transferred to the Santa Fe County Regional Dispatch Center by means of the "Make Busy" switch. The CDC Director will make arrangements for transferring qualified 911 Dispatchers to the Santa Fe Regional Communications Center. The CDC Director will also make arrangement for Los Alamos Dispatchers to handle radio traffic from a designated backup communications center.
 - i. The "Make Busy" switch is a switch that when "flipped" re-routes the E911 calls to our back-up PSAP (Public Service Answering Point), which is the Santa Fe County Regional Dispatch Center. The switch is located in the CDC. As you are facing the switch, the top of the switch is labeled at the top with "MAKE BUSY" in black letters and "E911" in the middle in red letters. On each side is a switch. The left switch is labeled ALBQ (Albuquerque) and the right side is labeled LC (Las Cruces). The bottom is labeled with "NORMAL". Under normal circumstances both switches are in a down position.
 - ii. When normal maintenance occurs or in the event of an unscheduled outage for E911, the "Make Busy" switch will be flipped to the "up" position. Prior to flipping this switch, it is courtesy to notify the Santa Fe Regional Emergency Communication Center we are doing so and they will be receiving our E911 calls.
 - iii. In the event that we are unable to flip our switch, or a fiber cut prevents the manual re-routing of our calls, the Century Link E911 Center in Minneapolis, Minnesota has the ability to re-route the E911 calls for us.
- 6. CDC personnel SHALL NOT plug in any electrical, computer, or other device, equipment or install any software into any console or computer without the expressed knowledge and authorization of the IT staff or the Dispatch Shift Supervisor.
- 7. CDC personnel shall not attempt any repairs to any equipment unless they have been expressly authorized by the Dispatch Shift Supervisor to do so.
- 8. CDC personnel shall not bring into, nor utilize, any unauthorized equipment or software in the CDC.
- 9. Any CDC personnel having any doubts or questions about the use or maintenance of, or repairs to, any CDC equipment or facilities shall not proceed to utilize the equipment without the express authorization and direction of the CDC Director.

Approved by:



Dino Sgambellone

Chief of Police

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521.00 CDC Access for Maintenance, Repairs, Installations, and Tours			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.25.08		

I. PURPOSE

The purpose of this General Order is to establish Security and Access Procedures for the Consolidated Dispatch Center (CDC) for purposes of maintenance, repairs, installations, tours and other personnel. The CDC is a vital component in the delivery of emergency services and information to the community and public safety personnel. For reasons of safety, good order and compliance with State and Federal regulations, these Security and Access Control Procedures are established.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide timely, emergency, secure and confidential information to police, fire, medical and rescue personnel in the performance of their duties and responsibilities. In doing so, compliance is required with certain U.S. Department of Justice, Federal Communications Commission, State and Departmental policies, rules and regulations. Therefore, in compliance with these policies, rules and regulations, this procedure is established and **ALL UNAUTHORIZED PERSONNEL ARE NOT TO BE ADMMITTED TO THE CDC.**

III. DEFINITIONS

Confidential information – means information that is not to be released, discussed or otherwise disseminated to unauthorized individuals or organizations. Examples of “confidential information” include, but is not limited to, “wants, warrants, criminal information, officer safety, vehicle registrations, security procedures and personnel contact information.” See also General Order 509.00— Confidentiality of Records and Information

Authorized personnel – means law enforcement, fire, medical, rescue or other personnel approved by the Chief of Police and/or the Emergency Management Commander or CDC Director, such as designated Fire, and maintenance personnel. Other authorized persons may include approved tour groups or individuals who have official business with the CDC. An example of such individuals would include representatives from the communications community like E-911.

Unauthorized personnel – includes family members, friends, associates, and ALL other persons not having both a legal AND necessary need for access. Prior approval for any exception must be obtained from the Shift Supervisor on duty through the CDC Director, Emergency Management Commander, Deputy Chief or the Chief of Police. CDC members wishing to meet with unauthorized personnel may, with the permission of the on-duty Shift Supervisor, Emergency Management Commander, CDC Director, or the Chief of Police. Such breaks may be for coffee, lunch or other personal or lawful purposes and use of the lounge is permitted. During such relief from duty, dispatchers shall remain available for immediate recall.

Other personnel – may include installers, repair people, maintenance personnel, tours, and persons on official business with the CDC Director, CDC Shift Supervisor or other CDC personnel.

IV. PROCEDURES

A. Authorized personnel

1. The CDC is secured within the portion of the Police Department building secured by electronic and mechanical locks. Only authorized personnel who have electronic pass keys or mechanical keys issued to them, and have official business with the CDC will be allowed access to the CDC except as otherwise allowed in this policy.

B. Unauthorized personnel

1. Persons not otherwise authorized by the On-duty Shift Supervisor, CDC Director, Dispatch Director, Emergency Management Commander, Deputy Chief, or the Chief of Police **SHALL NOT BE ADMITTED UNDER ANY CIRCUMSTANCES** other than for a medical or other emergency such as a fire in the CDC.

C. Other personnel

1. Persons coming into the CDC for the purpose of installing, repairing or maintaining equipment and/or facilities shall be scheduled in advance and noted via e-mail, whenever possible.
2. On those occasions where on-duty personnel have identified a need for an emergency repair, CDC personnel will be notified so that they will allow workers access to the CDC.
3. Upon arrival of other personnel, their identity and purpose shall be checked BEFORE being admitted to the CDC.
4. Persons coming into the CDC that are other personnel shall sign in on the CDC Visitor Log. Upon completion of business, they shall sign out on the CDC Visitor Log.

D. Tours

1. An individual or group requesting a tour shall have such request approved *in advance* by the Dispatch Shift Supervisor, CDC Director, Dispatch Director, Emergency Management Commander, Deputy Chief, or the Chief of Police. The on-duty Shift Supervisor (or their designee) shall check the identity of the person(s) or group on-tour, BEFORE admitting them into the CDC and verify that the tour or individual has been approved for admission. Any questions shall be referred to the CDC Director PRIOR to admission.
2. Those participating in the tour over the age of 18 shall sign in on the CDC Visitor Log. Upon completion of the tour, they shall sign out on the CDC Visitor Log.

E. Person(s) on official business

1. Person(s) on official business with the CDC Director or other CDC Personnel, shall be identified and their presence reported to the individual they are seeking to meet with. If that individual is not present or available, they shall not be admitted and so advised of the situation. They may be asked to standby while an attempt is made to locate the individual they seek and invited to have a seat in the lounge pending the arrival or availability of that person. They shall be so advised of any delay or planned arrival time. They are *only* to be admitted to the CDC if authorized by the CDC Director or Shift Supervisor.

F. General

1. Only Police Department personnel assigned to the CDC by the Chief of Police shall authorize admission to the CDC.
2. All persons, either those admitted or denied access to the CDC, shall be treated courteously and patiently as they may not be familiar with nor understand security needs and procedures.
3. All visitors must sign in upon entering the CDC and sign out when exiting.

G. RESPONSIBILITIES

1. Dispatchers and Shift Supervisors are responsible for complying with this General Order. If a situation arises that is not covered or if additional questions arise, they shall seek guidance from the CDC Director, the Emergency Manager Commander, Deputy Chief or Chief of Police.
2. The CDC Director shall have the primary responsibility for monitoring and enforcing this General Order and recommending any modifications. S/he shall have the authority to use their best judgment in making exceptions to the General Order but shall report such to the Dispatch Commander at the earliest opportunity. The CDC Director shall assist in the inspection and authorization of scheduled and unscheduled installations, repairs and maintenance of equipment and facilities.
3. The CDC Director shall assume overall responsibility for and compliance with this General Order.

Approved by:



Dino Sgambellone
Chief of Police

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522.00 Radio Channels			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to provide direction on the proper utilization of assigned radio channels.

II. POLICY

It is the policy of the Los Alamos County Police Department and the CDC to provide appropriate radio channels for public safety personnel providing police, fire, EMS and rescue services to members of the community. To assist in the efficiency of providing these services, specific radio channels have been assigned to different units and personnel.

III. DEFINITIONS

Police Primary -- The channel used by Patrol for daily radio traffic.

Police Secondary -- Channel available for extra duties such as roadblocks, special details, and unusual occurrences.

Special -- Channel designated for patching and call work as a "Police Secondary."

Investigations -- Channel for use by investigations personnel during active investigations.

PSA (Public Safety Aides) -- Channel dedicated to Animal Control and other PSA duties.

Detention -- Channel dedicated for use by Detention personnel.

Fire Primary -- Channel designated for Fire, Medical and Rescue operations. Also known as "Dispatch."

Fire Secondary -- Channel(s) dedicated to specific Fire, Medical and Rescue operations. Channels appear as "TAC" Channels.

Simplex -- Mode of operation with radios functioning just between two radios, similar to a walkie-talkie.

Console -- Radio interface at the Consolidated Dispatch Center (CDC).

Portable -- Handheld radio.

Mobile -- Radio installed in a vehicle.

Simulcast-- The ability of the CDC to dispatch a call on multiple channels simultaneously.

Scan -- The mode that allows the monitoring of all radio traffic.

Patching -- The ability of the CDC to connect different channels together. *Example:* A police unit may communicate directly with a Fire unit, PTLA, Bandelier National Park, and other agencies.

Bandelier -- Bandelier National Park Service Band.

PD Tactical – Channel available for tactical situations or as deemed necessary

Command – Channel available command staff

Totavi – Channel reserved for patching

Emergency– Channel used for instant contact with LANL emergency services.

IV. PROCEDURES

A. General

1. Dispatcher's on-duty at the CDC shall monitor Police and Fire Primary channels at all times.
2. All channels on which personnel operate with day to day operations are to be continually monitored. This includes Fire TAC channels assigned as calls for service are received, PSA channel, Detention Channel and Bandelier Channel. In the event that field activity requires radio communications capability on other channels, such as for special assignments or specific investigative purposes, personnel shall contact the CDC and request the dispatchers to monitor the specified channel(s) and identify all the units operating on it (them).
3. The Shift Commander on duty shall enable the Scan mode of their assigned radio in order to monitor all radio traffic and operations involving the Police Department.
4. All on-duty Police personnel shall have their Portable radio "ON" at all times when not in their units. This includes all Police facilities, with the exception of on-duty personnel in the CDC, as transmissions on the portable may interfere with the CDC transmissions.
5. Upon initially keying the radio microphone to talk, personnel need to wait until they hear a tone or "beep." It is necessary for the "beep" to clear before beginning to speak or transmit.
6. The CDC has the ability to transmit information on multiple channels simultaneously. This "Simulcast" shall be used in the event of an emergency or to provide emergency information requiring the attention of all personnel. Instructions on how to Simulcast shall be maintained in the CDC.

7. Patching is done at the CDC. The “Special” channel has been designated as the preferred channel to handle patches. Requests for patches should be approved by the on-duty Shift Commander or other supervisory personnel and the respective agency to be patched to. Requests for patches from an outside agency shall be approved by the Shift Commander or other supervisory personnel. The CDC will contact all participants for the patch via landline, get the respective radio call signs and advise the units when the patch is operational. At the conclusion of the patch, the connections shall be immediately discontinued. Instructions on how to patch channels shall be maintained in a procedure manual in the CDC.

Approved by:



Dino Sgambellone
Chief of Police

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523.00 Obvious Death Criteria			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	CDC	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

To establish criteria for classifying a call as an obvious death.

II. POLICY

It is the policy of the Los Alamos County Police Department to classify a call as an obvious death only under the following criteria.

III. DEFINITIONS

IV. PROCEDURES

A. Obvious death criteria will include:

1. Decapitation
2. Decomposition
3. Incineration

B. The EMD must be certain that there is a clear indication that at least one of the above listed criteria has been met for a call to be considered "Obvious Death".

Approved by:



Dino Sgambellone
Chief of Police

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Troy Hughes
Fire Chief

/_____/

Justin Lyell Hazen, MD, FACEP
Medical Director

524.00 EMD Case Review Scoring Standards			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	CDC	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

To establish the principles, practices, and standards of care that the Academy has set for practitioners of Emergency Dispatch Quality Improvement (ED-Q) to perform case review for call takers using the Academy's Medical Priority Dispatch System® (MPDS).

II. POLICY

It is the policy of the Los Alamos County Police Department to perform case review for medical calls using the established NAEMD Scoring Standards.

III. DEFINITIONS

EMD – Emergency Medical Dispatcher


IAEMD – International Academy of Emergency Medical Dispatch (known as the Academy)

ED-Q – Dispatchers and supervisors trained and certified in the Emergency Dispatch-Quality Improvement process.

IV. PROCEDURES

1. Dispatchers will follow the protocols set forth in the current edition of the IAEMD EMD-Q Scoring Standards which is kept and maintained within the CDC.
2. ED-Q's will perform case review based on the current edition of the IAEMD EMD-Q Scoring Standards which is kept and maintained within the CDC.

Approved by:



Dino Sgambellone
Chief of Police

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Troy Hughes
Fire Chief

/_____/

Justin Lyell Hazen, MD, FACEP
Medical Director



525.00 Emergency Medical Dispatch			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	CDC	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish criteria for Emergency Medical Dispatchers working in the Consolidated Dispatch Center (CDC).

II. POLICY

It is the policy of the Los Alamos County Police Department that certified and licensed Emergency Medical Dispatchers assume control of medical related calls at the CDC.

III. DEFINITIONS

EMD—Emergency Medical Dispatcher—a dispatcher that has received specialized training in regards to medical calls for service.

IV. PROCEDURES

A. Certified/Licensed EMDs

1. The CDC will only permit trained, certified and licensed EMDs to handle medical related telephone calls, both from emergency telephone lines and from non-emergency telephone lines. If for any reason an EMD's certification and/or license is expired, suspended, or revoked, that EMD will not be allowed to process medical calls for service and must follow procedures as described below until such time that the EMD's certification and/or license is again active.
 - i. Upon receiving a call for service requesting medical assistance, a non-certified and/or a non-licensed dispatcher will advise the caller to remain on the line as they are connected with Fire/EMS. The non-certified and/or non-licensed dispatcher will immediately notify a certified and licensed EMD that there is a medical call on the line, and the certified and licensed EMD will assume control of the call.
 - ii. Upon receiving a call for service requesting both medical and law enforcement assistance, a non-licensed and/or a non-certified dispatcher will gather pertinent law enforcement information to protect the safety of the responders prior to connecting the call with a certified and licensed EMD only as long as it does not interfere with providing appropriate patient care to the patient.

2. New Mexico Department of Health Regulations, 7 NMAC 27.2, will be adhered to regarding the maintenance of certifications for EMD's.

B. EMDs, when interacting with callers on medical calls, are providing patient care and shall act in a professional manner.

Approved by:



Dino Sgambellone
Chief of Police

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Troy Hughes
Fire Chief

/_____/

Justin Lyell Hazen, MD, FACEP
Medical Director

526.00 Quality Improvement			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	CDC	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

To provide all dispatch personnel with the necessary understanding and skills as they relate to the efficient and effective provision of quality assurance for the Priority Dispatch System.

II. POLICY

It is the policy of the Los Alamos County Police Department that the quality improvement process shall follow a standardized procedure as detailed below and as required by the National Academies of Emergency Dispatch (NAED) to meet accreditation standards.

III. DEFINITIONS

AQUA – the software version of the Medical Priority Dispatch (MPDS) card system.

EMD – Emergency Medical Dispatcher

EMD-Q – Emergency Medical Dispatcher that is further certified as Quality Assurance personnel by NAED.

PAI – Pre-arrival Instructions

IV. PROCEDURES

A. Quality Improvement Case Review

1. All emergency medical cases shall be evaluated by the Quality Improvement Unit. All medical calls for service will be reviewed by an EMD-Q. EMD-Qs will complete Case Evaluation Records for all EMDs no later than the rotation following the date the call was taken.
2. Calls shall be reviewed, using AQUA, for each individual EMD call taker.
3. The level of competence required to meet NAED accreditation standards is 90% or greater for each individual call taker to all protocol components, with the exception that Case Entry interrogation and PAI's shall meet or exceed a 95% compliance rate.
4. Minimum protocol compliance levels will be set and issued in a separate "Incremental Compliance Policy".

B. Case Review Feedback Process

1. The EMD-Q will review each Case Evaluation Record (CER) with the relevant EMD to include the customer service portion of the CER. CERs with a total compliance score below the minimum requirements set forth in the Incremental Compliance Policy will be issued a Non-Compliance Report. CERs with a total compliance score of 100% will be issued an Exemplary Performance report. Both the EMD-Q and the EMD may add their comments to the forms, and both must sign the CER and the applicable reports.
2. If an action plan needs to be developed, the Shift Supervisor and the CDC Manager will discuss the development of the plan. The CDC Manager, upon recommendation of the Shift Supervisor, will implement the plan. A deadline for completion of the action plan will be given. Action plans may be necessary if remedial training is required.
3. The CDC Manager may use the form to require further Quality Improvement Unit (QIU) follow-up or action if required. Examples of QIU actions include requests for a particular Continuing Dispatch Education topic to be covered, a letter of commendation be submitted, or that a problem be raised at the Dispatch Review Committee meeting.
4. Completed forms must be returned to the QIU within 14 days of receipt by the CDC Manager.
5. The QIU must be informed of the completion of any action plan noted on the CER.
6. A copy of the completed CER will be kept by the CDC Manager in each EMD's file.
7. Copies of the completed and signed CER will be distributed by the QIU to the call taker concerned, the CDC Manager and Manager and the Medical Director.

C. QIU Database / Individual Protocol Compliance (IPC) Reports

1. Compliance data for individual EMDs will be generated and forwarded to the CDC Manager on a monthly basis. Data on an individual EMD's performance will be treated as confidential; viewed only by the call taker's supervisor and the necessary administrative, training, and QIU staff.
2. EMD-Qs will review each Non-Compliance Performance Report with the relevant EMD on a one-to-one basis. Both the EMD-Q and the EMD may add their comments to the forms and both must sign it.
3. Action plans will be developed when necessary, based on average and/or cumulative compliance scores. A deadline for completion of the action plan will be given.
4. Shift Supervisors may use the form to request further QIU follow-up or action if required.
5. Routed reports must be returned to the QIU within 14 days of their receipt by the Supervisor.
6. The QIU shall be informed of the completion of any action plan noted on the report.
7. A copy of the report will be kept by the Shift Supervisors in the EMD's file.

8. Copies of the IPC Report will be distributed by the QIU to the concerned call taker and the CDC Shift Supervisors and Manager.

D. QIU Database / Shift Protocol Compliance Reports (SPC)

1. Overall compliance data for each shift will be generated and posted on the CDC bulletin board by the QIU at monthly intervals.
2. The CDC Manager will review the compliance date of each shift with the relevant Shift Supervisor on a one-to-one basis each month. Copies of any action plan required should be forwarded to the CDC Manager to file.
3. The QIU must be informed of the completion of any action plan.
4. Copies of the monthly SPC Reports will be kept by the CDC Manager in the Shifts file.
5. Copies of the SPC Reports will be distributed by the QIU to the Shift Supervisors, CDC Manager and Medical Director.

E. QIU Database / Consolidated Dispatch Center Protocol Compliance Reports

1. The CDC Manager will review the compliance data for the entire center with the Shift Supervisors each month. Copies of any action plan required should be forwarded to the CDC Manager for record keeping.
2. The QIU must be informed of the completion of any action plan.
3. Copies of the monthly CDC Protocol Compliance Reports will be kept by the CDC Training Supervisor and copies will be forwarded to the CDC Manager
4. Copies of the CDC Protocol Compliance Reports will be distributed by the QIU to the Shift Supervisors, the CDC Manager and the Medical Director.

Approved by:



Dino Sgambellone
Chief of Police

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Chief of Police

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Troy Hughes
Fire Chief

/_____/

Justin Lyell Hazen, MD, FACEP

Medical Director

527.00 ProQA and Medical Priority Dispatch System (MPDS)			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	CDC	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this General Order is to establish the basic use for ProQA and MPDS.

II. POLICY

It is the policy of the Los Alamos County Police Department to use ProQA and MPDS when handling medical calls for service. The most recent versions of the MPDS/ProQA and scoring standards will be implemented within one year of their release.

III. DEFINITIONS

EMD – Emergency Medical Dispatcher.

ProQA - is an EMD software package available on CDC dispatch computers which allow EMDs to have systematic inquiry and approved pre-arrival instructions and medically approved protocols on medical emergency calls.

MPDS - Medical Priority Dispatch System™ (MPDS) card system and is a medically approved system of evaluating incoming information according to logical rules built on expert medical knowledge.

Emergency Rule – Rule which allows dispatcher to disconnect from a medical call for service based on incoming call volume prior to the completion of MPDS/ProQA.

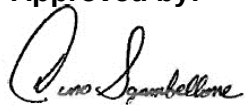
Palliative Care – refers to patients who are undergoing care for terminal illness or injury where the goal is comfort and/or pain relief (provided with dignity and respect) rather than survival. May be used when patient is transferred to an extended care facility, nursing facility or hospice center.

IV. PROCEDURES

- A. All calls of a medical nature shall be handled by a certified and licensed EMD using ProQA. If ProQA is not available on the computer system, then the MPDS cards shall be used.
 1. Traffic crashes involving a vehicle rollover and/or airbag deployment are to be considered calls of a medical nature.
- B. Once ProQA and/or MPDS protocols are initiated they shall be strictly adhered to at all times by the EMD.

- C. The ProQA/MPDS questions shall be asked – verbatim – in the appropriate order, using the language as it is stated on the screen/card.
- D. All key questions should be completed as quickly as possible while maintaining accuracy.
- E. Following the dispatching of appropriate resource units, appropriate pre-arrival instructions or post-dispatch instructions, as indicated by ProQA/MPDS, shall be provided to the caller.
- F. Upon receiving an in progress call for service requesting both medical and law enforcement assistance, pertinent law enforcement information will be gathered to protect the safety of the responders prior to initiating ProQA/MPDS. Questions regarding scene safety are also located within ProQA/MPDS, and EMDs shall strive to not duplicate information that will be gathered via ProQA/MPDS
- G. Law enforcement shall also be dispatched on all ProQA/MPDS codes of 4, 23, 25, 27, 29 and 32.
 - 1. All incidents involving assault and battery (shootings, stabbings, domestic violence, etc.)
 - 2. All motor vehicle accidents.
 - 3. All overdoses (accidental or intentional).
 - 4. All suicides, including attempts and threats.
 - 5. All incidents where the suspect is still on scene – should be given as a high priority for law enforcement response.
 - 6. All “unknown” codes.
 - i. Responding units may be advised to proceed non-emergency when awaiting law enforcement to arrive first; this is a safety consideration for the responders and for the public.
- H. During times of high call volume, every effort shall be made to complete MPDS/ProQA. In the rare event that the call volume overwhelms the CDC, the Dispatch Shift Supervisor may determine that it is necessary to activate the “Emergency Rule.”
 - 1. The Dispatch Shift Supervisor, or his or her designee, will note the date, time began and time ended, along with the reason for the use of the Emergency Rule. The Dispatch Shift Supervisor, or his or her designee will forward this documentation to the CDC Supervisor via e-mail.
 - 2. The EMD will also note the use of the Emergency Rule in the call for service in CAD.
- I. At a minimum, Case Entry will be completed for all medical calls for service
- J. Medical calls in which the patient is not awake or not breathing shall have MPDS/ProQA completed regardless.
- K. All callers will be instructed to call the CDC back for further instructions if the patient's condition changes or worsens.
- L. The Medical Director shall be notified of the activation of the Emergency Rule.

Approved by:

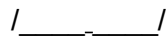


Dino Sgambellone
Chief of Police

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Troy Hughes
Fire Chief



Justin Lyell Hazen, MD, FACEP
Medical Director

528.00 Pre-Dispatching and use of ProQA/MPDS			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	CDC	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

The purpose of this G.O. is to establish guidelines on pre-dispatching the fire department prior to the use of the ProQA/MPDS system.

II. POLICY

It is the policy of the Los Alamos County Police to pre-dispatch the Los Alamos Fire Department (LAFD) to all medical emergency calls for service prior to initiating the ProQA/MPDS system. Further, it is the policy of the Los Alamos County Police Department to utilize ProQA/MPDS during a medical call for service.

III. DEFINITIONS

ProQA -- Software that contains the MPDS system.

MPDS -- Medical Priority Dispatch System—Flip chart of Protocols for medical call-taking, generated and licensed through “International Academies of Emergency Dispatch.

IV. PROCEDURES

- A. The proper sequence of notification of the fire department to respond to an emergency medical call is:
 1. The EMD, after determining the call to be a medical call for service, will enter the call into CAD with the following information, at a minimum:
 - i. The location (asked in accordance to ProQA/MPDS);
 - ii. The phone number (asked in accordance to ProQA/MPDS);
 - iii. The reporting party's name;
 - iv. The event type (as determined by asking the complaint description in accordance to ProQA/MPDS); and
 - v. Remarks indicating the chief complaint.

The EMD will then accept the call into CAD (Note: Emergency Medical Services should never be delayed for any reason. If there is difficulty getting all the information, the dispatcher will verify the address and dispatch LAFD immediately, informing them of the situation.

2. The dispatcher will then “tone” out the call and dispatch LAFD as recommended by CAD.
3. Assuring CAD is in “Update” mode, the dispatcher will continue to utilize ProQA/MPDS. See General Order 527.00 ProQA and Medical Priority Dispatch System (MPDS).
 - i. The EMD will assure the caller that the dispatcher is updating the system which will explain the “silence gap”.
 - ii. Once ProQA/MPDS protocols are initiated, they shall be strictly adhered to at all times by the EMD.

B. The dispatcher will complete the ProQA and update CAD and LAFD as necessary.

Approved by:



Dino Sgambellone
Chief of Police

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/_____/

Troy Hughes
Fire Chief

/_____/

Justin Lyell Hazen, MD, FACEP
Medical Director

529.00 Cancelling EMS Units			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

To establish criteria for cancelling EMS prior to arrival.

II. POLICY

It is the policy of the Los Alamos County Police Department to cancel EMS units under the following circumstances.

III. DEFINITIONS

IV. PROCEDURES

1. The on duty Battalion Chief will have the authority to cancel EMS Units that have been dispatched.
2. Law Enforcement may advise to cancel the EMS units response only when it is determined that there is no patient at the scene.

Approved by:



Dino Sgambellone
Chief of Police

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Troy Hughes
Fire Chief

/_____/

Justin Lyell Hazen, MD, FACEP
Medical Director

530.00 Fire & EMS Unit Safety			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

To establish procedures for notifying Fire & EMS units of dangerous calls and procedure for maintaining a status check on the field units by CDC personnel.

II. POLICY

It is the policy of the Los Alamos County Police Department to notify fire department units of dangerous call or situations.

III. DEFINITIONS

IV. PROCEDURES

- A. When the fire department is dispatched to a call where there is a potential risk of injury to the responding personnel, they shall be notified of the nature of the danger during the dispatch of the call or as soon as that information is made available to CDC personnel.
- B. Fire Department units, when on duty and not in their quarters, will be tracked by the CDC personnel. Their status and location or destination will be recorded in the CAD system.
- C. Law Enforcement (LE) units will make the scene safe prior to any Fire Department Unit arrival.
- D. If Fire Department units arrive on scene prior to LE arrival, they will stage nearby, in a safe area, until given clearance by LE.
- E. Status checks will be conducted on fire department personnel upon the request of the Battalion Chief.

Approved by:



Dino Sgambellone
Chief of Police

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/_____/

Troy Hughes
Fire Chief

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Justin Lyell Hazen, MD, FACEP
Medical Director

531.00 Medical Director Notification			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

To establish criteria and procedures for notifying the Medical Director.

II. POLICY

It is the policy of the Los Alamos County Police Department to notify the Medical Director during the following circumstances.

III. DEFINITIONS

IV. PROCEDURES

- A. Medical Director notification is required for the following:
 1. Any high level Multiple Casualty Incident (MCI). This information must be relayed as soon as possible.
 2. Failure to use ProQA or MPDS for a medical call by an EMD.
 3. A medical call resulting in a negative outcome to the patient due to a dispatch error by the EMD.
 4. At the discretion of the CDC Director.
- B. Notification will be attempted first, by phone, if no answer then a voicemail can be left. If the Medical Director will be out of town, procedures for notification will be established through the appropriate chain of command prior to departure.

Approved by:



Dino Sgambellone
Chief of Police

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Troy Hughes
Fire Chief

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Justin Lyell Hazen, MD, FACEP
Medical Director

532.00 Incremental Compliance			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

In order to achieve and retain accreditation from the NAED, all dispatchers shall maintain the necessary target average compliance scores as required by that organization.

II. POLICY

It is the policy of the Los Alamos County Police Department to comply with the National Academy of Emergency Dispatch (NAED) protocols.

III. DEFINITIONS

EMD – Emergency Medical Dispatcher

IAED – International Academies of Emergency Dispatch

QIU – Quality Improvement Unit

IV. PROCEDURES

A. Compliance

1. It is necessary for each individual emergency dispatcher to achieve the following average International Academy Protocol compliance scores in order to meet the IAED Dispatch Center of Excellence accreditation requirements:
 - i. 95% Case Entry compliance
 - ii. 90% Chief Complaint compliance
 - iii. 90% Key Question compliance
 - iv. 95% Dispatch Life Support Instruction compliance
 - v. 90% Total Compliance Score
2. With the realization that achievement of these compliance rates is not immediately feasible for newly qualified dispatchers, the procedures listed below outline a systematic approach to reach that objective:
 - i. All new dispatchers shall (within six months of hiring) be certified as Emergency Medical Dispatchers (EMD). Certified EMDs will then apply for licensing with the New Mexico Department of Health as an EMD.
 - ii. Existing dispatchers shall be subject to this policy as of its effective date.

- a. Within two months of becoming certified and licensed, all dispatchers shall achieve a 75% compliance rate. Any dispatcher not achieving a 75% compliance rate as listed above shall receive individual training from the Shift Supervisor/Training Officer for one day or as otherwise directed by the CDC Director.
 - b. Within three months of becoming certified and licensed, all dispatchers shall achieve an 85% compliance rate. Any dispatcher not achieving an 85% compliance rate shall receive individual training from the Shift Supervisor/Training Officer for one day or as otherwise directed by the CDC Director.
 - c. Within four months of becoming certified and licensed, all dispatchers shall achieve a 90% compliance rate. Any dispatcher not achieving a 90% compliance rate shall receive individual training as determined by the CDC Director.
 - d. Within five months of becoming certified and licensed, all dispatchers shall achieve the IAED accreditation compliance rates detailed above. Any dispatcher not achieving these rates in any one month shall receive additional training as determined by the CDC Director and the Medical Director.
3. Certified and licensed EMDs must maintain the IAED accreditation compliance rates as detailed above. Failure to maintain the compliance rates will be noted within the first month of failure, and the EMD will resume compliance within the following month. EMDs not achieving compliance within the following month will be subject to remedial training as determined by the CDC Director and the Medical Director.
 4. This policy does not exclude the need for discipline when considering individual cases of gross negligence and/or gross improper behavior, or cases of persistent failure to apply standards for the National Academy protocols; nor does it exclude any other existing disciplinary process.

B. Discipline vs. Quality Assurance

1. All quality improvement reviews shall be handled by the Quality Improvement Unit (QIU). The QIU is to provide education and feedback to individual call takers without the threat of disciplinary action. The goal of Quality Assurance is to achieve quality improvement and to maintain compliance. Quality improvement is not intended as a threat of disciplinary action.
2. When compliance becomes a discipline versus quality improvement problem, the call taker's Shift Supervisor and CDC Training Coordinator will be responsible for bringing the matter to the attention of the CDC Director.
3. All remedial training shall be handled by the individual's Shift Supervisor and/or the CDC Training Coordinator or as determined by the CDC Director.
4. All discipline cases shall be handled according to the current County policy manual and via the chain of command.

C. Trigger Points for Remedial Action

1. Failure to achieve the required compliance levels as detailed in Section 1 above, in two out of three months during the first six months after certification.
2. Failure to achieve the required compliance levels as detailed in Section 1 above, during any month following the six-month period after becoming certified as an emergency dispatcher.

Approved by:

Dino Sgambellone
Chief of Police

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Troy Hughes
Fire Chief

/_____/

Justin Lyell Hazen, MD, FACEP
Medical Director

533.00 NCIC and NLETS/NMLETS			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.26.10		

I. Purpose:

The purpose of this General Order is to establish procedures surrounding use of the National Crime Information Center (NCIC) and the National Law Enforcement Teletype System/ New Mexico Law Enforcement Teletype System (NLETS/NMLETS).

II. Policy:

It is the policy of the Los Alamos County Police Department to enter only accurate, authorized and legal data into the NCIC and NLETS / NMLETS data bases and to take all required steps to secure the data contained in the systems from unauthorized release or disclosure.

III. Definitions:

None.

IV. Procedures:

- A. All CDC Personnel shall strictly adhere to the Standards of the NCIC and NLETS/NMLETS systems and all changes to them as established by the United States Department of Justice. Those Standards currently are:
 1. All entries into the systems, current and future, shall meet the required entry criteria for the files involved.
 2. All entries shall contain at least the minimum data required for entry and up to the maximum number of identifiers permitted.
 3. All entries shall contain any of the codes or data permitted in each of the fields.
 4. Entry of a valid record shall be permitted regardless of the existence of any other record(s) already entered into the system(s) by any other agency(s) for the person or property in question.
 5. CDC personnel shall add, delete, or modify data entered in a timely manner to assure that the information entered by the CDC is accurate at all times.
 6. CDC personnel shall immediately remove a file from the system(s) when it is determined to be inaccurate or invalid; i.e., a warrant which was the basis for an entry has been dismissed.
 7. CDC personnel who have been trained shall enter records into the appropriate system(s) as soon as possible after the minimum required information is available.

8. The TAC shall create and implement procedures to ensure that records entered into the NCIC system by this agency shall have data readily available to confirm or deny a request for a hit confirmation on the entry. S/he shall validate that such information is on-hand and that the entry is correct.
9. The TAC shall be responsible for assuring that when an entry from this agency is verified to no longer be valid, the entry shall be immediately removed from the system. The TAC shall create and implement procedures to ensure that the record was removed properly.

B. System Security

1. The data stored in the system(s) is documented criminal justice information. This information shall be protected from unauthorized release or disclosure and used only in a manner to ensure correct, legal and efficient dissemination and use. It is the responsibility of the TAC to implement the necessary procedures to make sure that the terminal(s) is secure from any unauthorized use. Any violation of this procedure may result in disciplinary action including up to termination. The individual receiving a request for criminal justice information must ensure that the person requesting the information is authorized to receive the data. The data stored in these systems is **CONFIDENTIAL** and shall be treated accordingly and any unauthorized requests or receipt of material could result in administrative, criminal and civil proceedings.
2. To help ensure the proper operation of the terminal in the CDC, the manual, policies, procedures, formats and criteria established by the United States Department of Justice are hereby incorporated into this General Order as they are established at this time or as they may be modified from time-to-time by competent authority.
3. The TAC shall be responsible for ensuring CDC compliance with all NCIC and NLETS / NMLETS regulations. S/he shall routinely inspect all aspects of the CDC's operation and use of the CDC systems and take corrective actions as deemed appropriate. Such inspections shall include reviewing of CDC procedures, documentation, security and all other aspects of concern.

C. Error Notification(s)

1. In the case of serious errors, NCIC will cancel the entered record and transmit a "\$.E." administrative message to the entering agency. The "\$.E." message will provide the entire cancelled entry and a detailed explanation of the reason for the cancellation. A non-serious error is an error found in any NCIC entry which is not covered in the serious error section for the manual. When this type of error occurs, a letter will be sent to the CDC. In both cases, the TAC shall take immediate steps to find the cause of the errors, and take corrective actions to prevent future errors.

D. Hit Confirmations

1. There are two types of "HIT Confirmations." There is an "Urgent" Hit Confirmation – which requires a response within ten (10) minutes and a "Routine" Hit Confirmation – which requires a response within one (1) hour. If any agency requests a record confirmation, CDC personnel shall respond with the requested information within the required time limits.

2. Standards for agencies receiving a positive response (Hit):

- i. Any agency which receives a “Hit” response to an inquiry must confirm the Hit on any record in the system which appears to have been entered for the person or property inquired upon before taking any of the following actions, based upon the Hit:
 - a. Arresting the wanted person
 - b. Detaining the missing person
 - c. Seizing the stolen property
- ii. Confirming a Hit means to contact the agency that entered the record into the system(s) to:
 - a. Ensure that the person or property inquired about is identical to the person or property identified in the record.
 - b. Ensure that the warrant, missing person report, or theft report is still outstanding.
 - c. Obtain a decision regarding:
 - ◆ The extradition of the wanted person
 - ◆ Information regarding the return of the missing person to the proper authorities
 - ◆ Information regarding the return of stolen property to its rightful owner.
 - ◆ Every agency, upon taking a person into custody, or seizing or locating the property, after confirming the Hit, must place a “locate” on the corresponding system(s) record.

E. Interstate Identification Index (III)

- 1. Criminal history record information system means “A system, including the equipment, facilities, procedures, agreements, and organizations thereof, for the collection, processing, preservation or dissemination of criminal history information.” CDC personnel shall fill out the III Log with all information, including the following:
 - i. Full name of the requester;
 - ii. Purpose of the request;
 - iii. Why requested, to include a case number, if applicable;
 - iv. Full name and identifying information of the subject requested; and
 - v. Signature of the requestor.

- F. For detailed information regarding III, all police employees shall refer to and strictly adhere to the procedures established by NCIC.

Approved by:



Dino Sgambellone
Chief of Police

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534.00 Secondary Emergency Notification Dispatch			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.26.10		

I. Purpose

II. Policy

It is the policy of the Los Alamos Police Department to utilize the Secondary Emergency Notification Dispatch (SEND) protocol when receiving notification from officers on scene that emergency medical services are required.

It is further the policy of the Los Alamos Police Department to utilize the SEND protocol when receiving notification from Ski Patrol of a medical call for service.

III. Definitions

SEND Protocol: Secondary Emergency Notification Dispatch – refers to specific protocol from National Academies of Emergency Dispatch in which police officers responding to a call for service would notify the CDC of the need for Emergency Medical Services to respond.

IV. Procedures

- A. Upon notification from a police unit requesting an ambulance respond to the call for service at which the police unit is on scene, the CDC will utilize the SEND Protocol to gather information for responding LAFD units.
- B. The CDC will provide and document training for all patrol and investigation units on the SEND Protocol.
- C. SEND Protocol may be used when receiving a call for service from the Detention Center. The CDC will provide and document training for all detention personnel on the SEND Protocol.
- D. SEND Protocol may also be used as directed by the Medical Director.

Approved by:



Dino Sgambellone
Chief of Police

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Justin Lyell Hazen, MD, FACEP
Medical Director

601.00 Records			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.23.01 and .03;ADM. 25.05, ADM.26.01, 02, 03, 04, 05, 06, 07, 12; ADM.27.01; OPR.02.04; OPR.12.02		

I. PURPOSE

The purpose of this General Order is to insure the collection and preservation of information for subsequent use by Department personnel, the criminal justice system and citizens of the community. The proper maintenance and control of this information will protect the integrity of the Los Alamos County Police Department. **See also General Order 113.00 – Public Information.** The purpose of this General Order is to establish working hours for clerical employees assigned to the Records Unit of the Los Alamos County Police Department.

II. POLICY

The Los Alamos County Police Department will complete and maintain comprehensive records of all calls for service and police actions initiated by officers of the Department consistent with County, State and federal administrative procedures and applicable laws. All documents submitted to the Records Unit will be processed in a timely and accurate manner to insure that court and reporting requirements are met and that all records, citations, subpoenas, warrants, cash transactions, crash reports, incident and crime reports are properly processed and accurately filed for retrieval.

III. DEFINITIONS

ARREST RECORDS -- All documents and records, except complaint and case records, completed as a result of an arrest. Arrest records include, but are not limited to, arrest reports/affidavits, fingerprints, palm prints, and photographs.

ARREST WARRANT -- An order from a court of law that commands the arrest of a specific person so that they may be brought before the court to answer charges that have been alleged against them.

Bank Run: -- means all funds received by the Records Unit prior to 3:00 p.m. will be deposited with the County's Finance Department prior to 4:00 p.m. daily. Any money received after 3:00 p.m. will be held for the next day's Bank Run.

Breaks: -- means a brief scheduled period of relief from assigned work not to exceed 15-minutes. For pay purposes, breaks will be included in the employee's pay. Breaks are not to be used for errands outside of the Department.

CASE REPORTS -- Documents that when completed, record initial and follow-up investigative information to include all attachments. Case files will be automatically assigned sequenced numbers by RMS for the purpose of indexing and recording complaint and incident report information. Complaint numbers repeat annually, beginning with the first incident or call for service for each calendar year.

CITATIONS -- Field personnel of the Department issue various types of citations including: Animal, Juvenile, Parking, Traffic and Criminal with copies maintained in the Records Unit.

Clerical Employees: -- means those individual employees assigned to the Records Unit of the Department.

CRASH REPORTS -- Documents that when completed, accurately record the facts and details of a traffic or motor vehicle accident or collision.

CUSTODIAN OF RECORDS -- The Chief of Police is the official Custodian of Records. The Chief has delegated this function to the Staff Services Commander and the Office Manager for the Department.

EDITED TAPE or DISC -- Any audio or video tape recording which is reproduced, that requires Police Department personnel to monitor, remove components from or otherwise extract from a larger official record relating to a complaint report made to, or generated by, the Los Alamos County Police Department.

EXCEPTION TO "NO REPORT" -- Documentation completed on an action by Department personnel where no case report is initiated.

FINGERPRINTING -- The creation of an official "Ten Print" record of personal identification obtained from the individual printed and authenticated by personnel of the Los Alamos County Police Department.

HATE CRIME -- A committed or attempted criminal act by any person or group of persons against a person or the property of another person or group, which in any way constitutes an expression of hatred toward the victim because of the person's personal or perceived personal characteristics. Personal characteristics include race, color, religion, ethnicity, ancestry, national origin, handicapped status, age, membership in a group, sex, or sexual orientation.

INCIDENT REPORTS -- Printout from Computer Aided Dispatch (CAD) which gives basic information on calls such as date, time, location, type of incident and comments. Incident reports are automatically numbered in sequence in order to track all dispatched calls for service or officer initiated activity requiring a report.

Lunch Period: -- means a 60-minute unpaid period of relief from assigned work during which employees may leave the Department for lunch, workouts at the gym, or running personal errands. Lunch Periods require that the employee leave their work area and not engage in assigned work during this period.

NATIONAL INCIDENT BASED REPORTING SYSTEM (NIBRS) -- A standardized report and reporting procedure for collecting and reporting statewide and national complaint, incident, crime, and arrest data.

NCIC -- National Crime Information Center.

NO REPORT -- Means that no written case or incident report was generated other than what information is captured in the CAD report.

OFFICE MANAGER -- An individual appointed by the Chief of Police to coordinate Department records, retention schedules, crime reporting, and disposition in accordance with applicable laws and County Policy.

PUBLIC RECORD -- All documents, papers, maps, letter, books, tapes, photographs, film, sound recordings or other material regardless of physical form or characteristics made or received pursuant to law or ordinance in connection with the transaction of official business by any public agency.

RECORD -- Any media that captures, preserves, and/or disseminates information. A record may be a form, map, letter, computer file, e-mail, film, video, photograph, sound recording, paper(s), report(s), book(s), memoranda, order(s), directive(s), policy(ies), procedure(s) or any other document or format that contains information. This includes information entered and stored in the Computer Aided Dispatch (CAD) and Records Management System (RMS) computer programs.

RECORDS CHECK -- A personal criminal history inquiry from the arrest records of the Los Alamos County Police Department.

RECORDS RETENTION SCHEDULE -- Means the standards for keeping all records as set by County Policy 0310 – Public Records Retention Policy – and by the New Mexico Administrative Code 1.15 – General Records Retention and Disposition Schedule. Where there is any conflict in the minimum length of time set, the longer period shall apply. Records may be kept for a longer period of time than set by law or policy.

RECORDS SYSTEM -- Automated or hard copy records that contain response data and information pertaining to calls for service, a criminal offense or public safety incident.

SUBPOENA -- A subpoena is a writ or an order issued under the authority of a court of law, or other body having legal authority to do so, that compels the appearance of a witness and/or documents, records or other evidence at a legal proceeding, the disobedience of which may be punishable as a contempt of court violation or other administrative penalty.

UNEDITED TAPE or DISC -- Any audio or video recording which is reproduced from beginning to end and which represents itself as an exact copy of an original complaint report made to, or generated by, the Los Alamos County Police Department.

VALIDATION -- A procedure to verify the accuracy of each record entered into the State's and NCIC computer systems.

Working Hours: -- means the hours during which Clerical Employees will be on-duty and providing Records services and other general assistance to members of the community. The hours of operation for the Records Unit are Monday through Friday from 8:00 a.m. until 5:00 p.m.

1. **Exceptions** include County recognized holidays; sick leave; annual leave; and other County recognized leave with the approval of the Office Manager and/or the Staff Services Bureau Commander. Employees will not start work prior to, nor continue working after, the established Working Hours without the specific approval of the Office Manager or the Staff Services Bureau Commander.

IV. PROCEDURES

A. Organization

1. The Records Section is a component of the Staff Services Bureau and will serve as the Department's repository for all case, crash, incident, and arrest records and reports. In addition to general records functions, the Unit will maintain and complete the NIBRS information and reports and be responsible for public records retention and requests
2. The Office Manager will be responsible for developing a monthly work schedule for clerical employees assigned to the Records Unit to insure that service to the public is continually maintained during the set working hours.
3. The Office Manager will schedule Breaks so that that the Records area, including the service window and telephones, are continually staffed by not fewer than two employees. If only two employees are on-duty, only one at a time may be relieved but is subject to recall as needed. If only one employee is present for duty, they may request relief from duty for Breaks by obtaining coverage from clerical staff in the Office of the Chief. Under no conditions will the Records area be left unattended during the established hours of operation.
4. Such scheduling will take into account the following parameters: While there currently is no legal requirement, rule, or regulation requiring breaks, clerical staff are allowed to take two, paid 15-minute breaks from assigned duties. These two daily authorized breaks will be scheduled for one during the morning and one during the afternoon work hours.
5. The Office Manager will schedule Lunch Periods so that the Records area, including the service window and telephones, are continually staffed by not less than two employees. If only two employees are on-duty, only one at a time may be relieved. If only one employee is present for duty, they may request relief from duty for a Lunch Period by obtaining coverage from the clerical staff assigned to the Office of the Chief. Under no condition will the Records area be left unattended during the established hours of operation. Such scheduling will take into account the following parameters: The only mandated requirement for Lunch Periods is that if an employee works 6-hours, they are entitled to a 30-minute unpaid Lunch Period. The Department allows Clerical Employees to take a scheduled unpaid 60-minute Lunch Period during their assigned Working Hours. Employees are required to leave their work area during Lunch Periods and are not to engage in any assigned work.
6. The Office Manager will post a copy of the monthly work schedule in the Records area. Such schedule will reflect the scheduled Breaks and Lunch Periods and note any advanced approved leaves. Clerical Employees will adhere to the posted schedule unless specifically authorized by the Office Manager or the Staff Services Bureau Commander. A copy of this monthly schedule will be submitted to the Staff Services Bureau Commander one week prior to the effective date of the schedule.
7. The Office Manager will be responsible for insuring that the front doors to the Department are opened not later than 8:00 a.m. and locked not earlier than 5:00 p.m. during the hours of operation for the Records Unit.
8. The required Bank Run will be completed daily without leaving the Records area unattended.

9. Assignments outside of the Department, such as errands to obtain supplies or retrieve records from the warehouse, or other assignments will not leave the Records area unattended.
10. Unless authorized by the County Administrator, employees assigned to the Records Unit will maintain regular Working Hours during periods of bad weather and disasters.
11. If the Office Manager is sick, on annual leave, or taking other authorized leave, he or she will, prior to taking such leave and with the approval of the Staff Services Bureau Commander, or Deputy Chief of Police, temporarily assign these duties and responsibilities to a member of the Records Unit.

B. Records Maintenance and Control

1. The Office Manager for the Department will ensure that records review, control, maintenance, retrieval, dissemination and retention are conducted in accordance with Department directives, County Policy and applicable administrative laws.
2. Consolidated Dispatch Center (CDC) personnel will assign an unique computer generated Event number to each call for service in CAD as it is received, whether by telephone or by radio from field personnel. The following events will be handled as indicated:
 - i. Citizen reports of crime – officer will respond to all reports of criminal activity; investigated as thorough as possible; complete all required reports and forms; and make all necessary contacts with the complainant, Department personnel; and other appropriate agencies.
 - ii. Citizen complaints – citizen complaints against the Department or Department personnel will be handled in accordance with General Order – 108.00 – Professional Standards.
 - iii. Citizen complaints – regarding suspicious activities, persons, vehicles, events, concerns regarding community safety, and/or non-criminal situations will be responded to thoroughly investigated, documented, handled, and/or referred to the proper department or agency for action.
 - iv. All events criminal or non-criminal – Department personnel who are dispatched or actions initiated by sworn personnel, will be given, at a minimum a “Call For Service” (CFS) number and followed by any and all appropriate reports and forms, other documentation, notifications and appropriate/required actions.
 - v. All events involving arrests, citations or summonses – will be thoroughly and completely documented. All arrests will be documented on appropriate reports and forms – to include all required paperwork in the Detention Center. Summonses and citations will be processed in accordance with the following Section C – Citations.
3. Records Unit personnel will review each report to ensure that all required information has been collected. Applicable information will be processed and forwarded to the

FBI and Department of Public Safety's Central Criminal Records Division pursuant to their reporting Procedures each month.

4. Records Unit personnel will file reports in numerical sequence and maintain the files in an accurate and orderly manner. This includes the RMS files.

C. Citations

1. One copy of a citation is issued by field personnel to the defendant. The original and remaining copies shall be turned in to their sergeant or acting shift supervisor at the end of the shift in which they were issued. The sergeant or acting shift supervisor shall review and approve the citations and forward them to the Records Unit on the shift they were submitted on.
2. The Records Unit will then:
 - i. Cause the appropriate copies to be made;
 - ii. Enter them in the appropriate logbook;
 - iii. Cause them be listed on the appropriate inventory sheet for either the Municipal or Magistrate Courts;
 - iv. Forward the correct copies to the appropriate court; and
 - v. File the citations/copies in the correct files or binders in the proper order.

D. Sex Offender Registration

1. The Los Alamos County Sheriff's Department will fulfill the requirements of the Sex Offender Registration act as required by 29-11A-1 thru 29-11A-8 NMSA.

E. Office Manager

1. The Office Manager will direct monthly and other periodic reviews of all records and files to ensure the following:
 - i. That all required reports have been written, received, appropriately approved and accurately filed; and
 - ii. That reports have been appropriately and accurately processed, coded, indexed and entered into the appropriate files.
2. When deficiencies are noted, including reports that are numbered incorrectly, the Office Manager will ensure that the appropriate, section, supervisors and other personnel are notified of the corrective action necessary. When reports have not been received by the Records Unit, supervisors will be notified in writing or by e-mail and cause the deficiencies or missing reports to be turned into the Records Unit within twenty-four (24) hours or the end of their next shift. Records that have not been approved and returned to the responsible individuals will have twenty-four (24) hours or the end of their next shift to make the corrections and return the report to the Records Unit for processing. Reports that have not been submitted in compliance with this General Order will require the individual's supervisor to be notified who will take the appropriate action to either have the report completed and submitted to the Records Unit or justify to the Office Manager the delay in having the report(s) submitted.

3. Supplemental reports and documents will be forwarded to their sergeant for approval upon completion and then to the Records Unit.
4. All cases filed with the District Attorney's Office will be routed through and tracked by the Criminal Investigation Section. When the Records Unit receives dispositions from the District Attorney's Office on cases filed, they will be routed as follows:
 - i. A copy will be forwarded to the Evidence Custodian to ensure the proper disposition of collected evidence and property;
 - ii. The original is kept with the Records Unit for filing, retention and dissemination as appropriate;
 - iii. A copy is forwarded to the responsible officer through his or her Bureau Commander.
 - iv. The victim is notified of the disposition (if appropriate and as determined by the Investigations Sergeant).

F. Records Distribution

- i. Distribution of reports to individuals or agencies not connected to the Police Department will be in accordance with appropriate administrative Procedures, applicable law and Department directives. See also General Order 113.00 Public Information.

G. Records Security

1. The Office Manager will develop, implement and enforce written directives to ensure the following:
 - i. That records retention and maintenance areas are secure and have in place approved operational fire control devices;
 - ii. Only Records Unit and approved personnel are permitted access to the records retention and maintenance areas unless accompanied by an authorized member of the Department;
 - iii. That Records Unit personnel assigned duties requiring access to records systems, records retention and maintenance areas are properly trained and certified as needed in the operation and security of related systems, records and information.
 - iv. Records are reviewed, retained and disseminated in accordance with Department directives, State and Federal administrative Procedures and applicable laws.
 - v. That the Records Unit's Petty Cash is maintained in a secure manner and location and that:
 - a. Records Unit personnel are properly trained and instructed in cash receipt and accounting Procedures;
 - b. Petty cash is audited daily and turned in to the County Finance Department at the close of each business day; and that

- c. Incorrect audits are investigated thoroughly to a conclusion, or if not, reported immediately through the Chain of Command to the Chief of Police.

H. Records Retention

1. It is the Policy of the Police Department to keep all records in accordance with applicable State laws and County Policy. The retention schedule is determined by New Mexico statutes. The applicable statute is NMAC 1.15, General Records Retention and Disposition Schedules and County Policy as set forth in LAC Policy 0310, Public Records Retention Policy and as may be amended. County and Department Policy shall not violate the statute but may exceed State retention minimums unless specifically required otherwise by law. A copy of the current Records Retention Schedule will be maintained and available from the Department's Office Manager and the County Records Administrator.
2. General
 - i. Public records serve as a history of documented events and information necessary for future reference. The type of public records and the statute of limitations for charging a defendant with a crime may determine the value of a document. Additional space required for the storage of records is also a consideration in determining if there is need to destroy or store them elsewhere. In any case, all action taken in regard to the storage or destruction of public records must be in accordance with this General Order or as mandated by State law.
 - ii. The employee's job function determines his or her subsequent security level within the Police Department and their access to records and records systems. Access codes are provided by the County's Information Technology (IT) Department or their designee in the Police Department. Access codes to confidential and non-confidential records are determined by position, responsibilities and need. Individual access codes are confidential are not to be shared with anyone.
3. Office Manager Duties include, but are not limited to the following:
 - i. Be familiar with and ensure that all policies, procedures and laws regarding records disclosure and retention are complied with by the Department.
 - ii. Maintain current editions of the Records Retention Statute, its amendments and any case law affecting Records.
 - iii. Assist with the storage of records and the preparation of records destruction requests.
 - iv. At the end of each calendar year, inspect all Department records, and prepare items for archive at County Records.
 - v. Destruction of Documents

- a. As records meet the end of their retention, the County Records Administrator will provide a listing of records that have met their trigger date to the Office Manager.
- b. Records that are being considered for destruction must be inspected by the Staff Services Bureau Commander to determine if they meet the required legal criteria, County and Department Policy.
- c. Prior to the destruction of any public records, the Office Manager and the Staff Services Bureau Commander and the County Records Manager must verify that records considered for destruction are within the prescribed dates; The County Records Administrator will complete any and all required documentation or certificates showing compliance with law and policy that may include records and case numbers, title and type of records, the number series involved; and the manner in which the records were destroyed.
- d. Once the records have been destroyed or disposed of, the documentation of such destruction shall be permanently maintained in the files of the Office Manager for the Department.

4. Records Privacy and Security Precautions – See General Order 113.00 Public Information.

- i. Physical security precautions regarding access to records in the custody of the Police Department will consist of at least:
 - a. Providing a means of public access, when appropriate;
 - b. Providing security for all areas that are used for the storage of records exempt from public disclosure and from disclosure to unauthorized Department personnel.
 - ◆ All such areas will have at least electronic locking devices or deadbolt locks with codes/keys regulated by controlling supervisors and the Dispatch Supervisor.
 - ◆ All restricted access areas will be posted with signs designating admittance only to authorized personnel. A list of the personnel allowed access to restricted records areas will be maintained by the Office Manager and/or the designated Department Security Officer. Access to restricted record storage areas will include the following personnel:
 - Records Unit personnel
 - Chief of Police
 - Deputy Chief of Police
 - Bureau Commander(s)
 - Personnel having a command function over the secured area
 - Other listed personnel based on an identified and valid need.

- c. Records requiring confidential treatment (e.g., personnel files, Internal Investigations files, Criminal Intelligence files, Informant files, etc.) will be given secured storage, either through containment in cabinets that are equipped with locking devices or within areas that are individually locked or alarmed. Access to any record classified as confidential under the law or Department policy will only be allowed to personnel having responsibility over the secured record or those having a lawful right and official need for access.
- d. Cleaning, pest control and other maintenance personnel may only be admitted to restricted areas under the direct and continuous observation of personnel assigned responsibility for that area.
- e. Any person who is not authorized access to the restricted area and who desires access for the purpose of conducting business must first obtain permission from that area's supervisor and be maintained under constant observation while in the secure area.
- f. Records section personnel are available and will respond to request for Records information during normal business hours on business days.
- g. When the Records Section is closed, appropriate/authorized supervisors will have access to the area. Personnel needing Records access/information will contact their supervisor for assistance.
- h. All sworn personnel have computer access to records via the computers' Record Management System (RMS), on a 24 hour/365 day basis.
- i. Members of the public can request information from Records on a 24-hour/365-day basis either by:
 - ◆ Leaving a voice mail on the Records Sections telephone number – (505) 663-1741; or
 - ◆ In person by coming into the Department's lobby and contacting personnel on duty in the Detention Center's Control Room and leaving a request. Records personnel will contact them on the next regular business day.
 - ◆ Submitting an e-mail request to Policerecords@lacnm.us. Reports will be provided to the customer in PDF format.

5. Release of Records

- i. The release of records not addressed in this General Order will be in compliance with State statutes. Before complying with a records request, the applicable statute and Department policies should be reviewed. **See also General Order 113.00 – Public Information.**

I. Charges for Public Records

- 1. The Police Department and its Custodian of Records (the Chief of Police) will make available to any requesting person or party, any qualifying record pursuant to law. The Department will recover the costs of reproducing such records in accordance with County Policy. Those costs/charges will represent a fair and equitable estimate

of the actual costs for providing this service and are set by the Office Manager with the approval of the Chief of Police. Changes to the cost/charge can take effect without prior notice. Electronic reports are provided to citizens at no charge.

2. Methods of Payment

- i. Money Orders/Cashier's Checks/Cash -- Individuals may pay for records checks and reproduction fees by money order, cashier's check or cash (U.S. only). All cash transactions will be conducted with the Records Unit only.
- ii. Business checks -- Businesses may pay for records checks and reproduction fees by company check.
 - a. Companies approved by the Office Manager may have their requests for records checks completed and forwarded to them without having payment presented at the front window or included by records requests submitted by mail. Those approved organizations' requests will be tabulated and billed each month by the Office Manager.

J. Records Delivery

1. Requests for copies of records, video or audio tapes, photographs or other documents in the custody and control of the Department will be honored, produced and delivered to the requestor within the time frames set by statute.

K. Hate Crimes Reporting

1. The responsibility of identifying a criminal act as a Hate Crime rests with investigating personnel. Identification of Hate Crimes may occur during initial, on-scene investigation or during the follow-up. Regardless, personnel will be alert to the characteristics and evidence that identify criminal acts as Hate Crimes.
2. When an incident has been identified as a Hate Crime, reporting personnel will check the appropriate block on the submitted report form. When Hate Crime offenders are identified and evidence exists to support prosecution, the investigating officer, with the approval and support of his or her supervisor, shall initiate the prosecution process. Personnel will vigorously investigate and prosecute identified Hate Crimes.
3. The records Unit will prepare a monthly NIBRS statistical report of Hate Crime reports and investigations on the appropriate forms.

L. Records Unit Operations

1. The Records Unit will be open from 0800 hours (8:00 am) to 1700 hours (5:00 pm) daily except weekends and holidays.
2. The Records Unit maintains all Incident, Crime and Traffic Accident Reports, Criminal, Juvenile and Traffic citations.
3. The Records Unit maintains, and updates daily, the Master Index File that includes the following:

- i. Index by names of complainants, victims, witnesses, suspects and defendants obtained from the CAD, complaint, incident and arrest reports, traffic accident reports, citations and all other official reports sent to the Records Unit.
 - ii. Index by location of the offense.
 - iii. Index by Incident type.
4. The Records Unit will have access to an index of found, recovered and evidentiary property, including stolen vehicles, to assist in owner identification, prosecution of offenders and property disposition.
5. The Consolidated Dispatch Center (CDC) will enter all serialized stolen articles that meet the minimum criteria into NCIC to aid in property recovery and prosecution of offenders. A Department Terminal Agency Coordinator (TAC), will review and verify that all entries are accurate and in compliance with NCIC criteria, that the NCIC log is updated correctly and that any corrections are made as necessary. Returns from NCIC will be attached to the case and returned to Records. Returns on citations and other data obtained will be forwarded to the officer, the court(s), or appropriate person. The Records Unit will maintain copies of all NCIC printouts forwarded to them in the case files or other appropriate files.
6. The Records Unit maintains a criminal history file for each person arrested. The indexes for this file are the defendant's name and/or Master Name Index Number. The primary index for all criminal history records is the defendant's name in the Master Index File. However, a search by date of birth, social security number, or other appropriate ways may be conducted. The arresting officer is responsible for completing the arrest report and all associated forms for the file. The Detention Center is responsible for completing all fingerprint and palm print forms, photographs and other forms in addition to maintaining inmate files.
7. Juvenile arrest records will be maintained in the same manner as adult arrest records except that all juvenile criminal history records or jackets containing fingerprints, photographs and other forms of identification or information, whether automated or in hard copy, will be stamped or otherwise clearly marked "JUVENILE". Department directives, administrative procedures and state law will be adhered to in the maintenance, control and release of juvenile records.
8. To enhance operational effectiveness, operational units of the Department may keep copies of reports; however, all original or "Records Copy" documents will be forwarded to the Records Unit in accordance with established time lines and directives. Exceptions to this are Intelligence, Vice, Narcotics, and Internal Investigation files which will be maintained as otherwise directed by the Chief of Police. Personnel Files will be maintained and secured in the Office of the Chief of Police.
9. Subpoenas
 - i. Are received by the Records Unit from the following:
 - a. Los Alamos Municipal Court
 - b. Los Alamos Magistrate Court
 - c. A State District Court

- d. The U.S. District Court
 - e. Grand Juries
 - f. The State Motor Vehicle Division (MVD)
- ii. Upon receipt at the Records Unit:
 - a. All subpoenas will be date stamped and logged into the Subpoena Log;
 - b. Subpoenas will be assigned daily to a Records Specialist for entry into the Subpoenas database in the Records Management System (RMS). The subpoenas will be entered before the end of shift.
 - c. The assigned Records Specialist is responsible for getting the referenced case ready for the officer to go to court, appear before the Grand Jury or at a MVD hearing.
 - d. The assigned Records Specialist is also responsible for entering the subpoena into the Police Department's Calendar located on the County's web page following the appropriate procedures.
 - e. After all processing has been completed, the subpoena will be placed in the named officer's supervisor's desk in-basket to serve on the officer.
 - f. Upon being served, the officer will duly note the time and place s/he is scheduled to appear and make appropriate arrangements and notifications to prepare and comply with the subpoena.
 - g. After being served, the officer shall immediately return the subpoena to the Records Unit where the assigned Records Specialist will make the appropriate entry in the computer's subpoena log indicating that it had been served. The subpoena will then be returned to the issuing authority. In the case of the Municipal or Magistrate courts, the subpoena will be placed in their respective mail boxes located in the Detention Center Control room. Other subpoenas will be properly addressed, posted and placed in the U.S. mail for delivery.

10. Warrants

- i. Warrants are time sensitive and will immediately upon arrival be assigned to a Records Specialist for processing.
- ii. The warrant will be entered into the RMS system and a warrant folder will be created,
- iii. The original warrant, together with the related case file, is then immediately forwarded to the Consolidated Dispatch Center (CDC).
- iv. Upon receipt at the CDC, the Shift Supervisor or his or her designee shall cause the warrant to be entered into the NCIC computer system in accordance with NCIC requirements.
- v. The Department's NCIC TAC shall verify all NCIC entries for accuracy.

- vi. When a warrant is served, recalled, cancelled or quashed, it shall immediately be withdrawn from the NCIC computer by CDC personnel and returned to the Records Unit for removal from the RMS system; returned to the issuing court noting that it has been cancelled; and withdrawn from the Department's computer systems and files.

M. Hours of operation

1. The Office Manager will be responsible for developing a monthly work schedule for clerical employees assigned to the Records Unit to insure that service to the public is continually maintained during the set working hours.
2. The Office Manager will schedule Breaks so that that the Records area, including the service window and telephones, are continually staffed by not fewer than two employees. If only two employees are on-duty, only one at a time may be relieved but is subject to recall as needed. If only one employee is present for duty, they may request relief from duty for Breaks by obtaining coverage from clerical staff in the Office of the Chief. Under no conditions will the Records area be left unattended during the established hours of operation.
3. Such scheduling will take into account the following parameters:
 - i. While there currently is no legal requirement, rule, or regulation requiring breaks, clerical staff are allowed to take two, paid 15-minute breaks from assigned duties. These two daily authorized breaks will be scheduled for one during the morning and one during the afternoon work hours.
 - ii. The Office Manager will schedule Lunch Periods so that the Records area, including the service window and telephones, are continually staffed by not less than two employees. If only two employees are on-duty, only one at a time may be relieved. If only one employee is present for duty, they may request relief from duty for a Lunch Period by obtaining coverage from the clerical staff assigned to the Office of the Chief. Under no condition will the Records area be left unattended during the established hours of operation. Such scheduling will take into account the following parameters: The only mandated requirement for Lunch Periods is that if an employee works 6-hours, they are entitled to a 30-minute unpaid Lunch Period. The Department allows Clerical Employees to take a scheduled unpaid 60-minute Lunch Period during their assigned Working Hours. Employees are required to leave their work area during Lunch Periods and are not to engage in any assigned work.
4. The Office Manager will post a copy of the monthly work schedule in the Records area. Such schedule will reflect the scheduled Breaks and Lunch Periods and note any advanced approved leaves. Clerical Employees will adhere to the posted schedule unless specifically authorized by the Office Manager or the Staff Services Bureau Commander. A copy of this monthly schedule will be submitted to the Staff Services Bureau Commander one week prior to the effective date of the schedule.
5. The Office Manager will be responsible for insuring that the front doors to the Department are opened not later than 8:00 a.m. and locked not earlier than 5:00 p.m. during the hours of operation for the Records Unit.

6. The required Bank Run will be completed daily without leaving the Records area unattended.
7. Assignments outside of the Department, such as errands to obtain supplies or retrieve records from the warehouse, or other assignments will not leave the Records area unattended.
8. Unless authorized by the County Administrator, employees assigned to the Records Unit will maintain regular Working Hours during periods of bad weather and disasters.
9. If the Office Manager is sick, on annual leave, or taking other authorized leave, s/he will, prior to taking such leave and with the approval of the Staff Services Bureau Commander, or Deputy Chief of Police, temporarily assign these duties and responsibilities to a member of the Records Unit.

Approved by:



Dino Sgambellone
Chief of Police

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602.00 Forms and Reports			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:			

I. PURPOSE

- A. The purpose of this General Order is to catalog all forms used by the Department, set the title of the form, assign numbers to forms for easy reference, set forth conditions upon which each is to be completed, the purpose of the forms, where they can be found, who originates the forms, who completes the forms and when, who approves them when completed, their distribution, routing and filing.
- B. NOT included in the Manual are Department forms found in the Records Management System (RMS), Computer Aided Dispatch (CAD), the Field Training Officer Program (FTO) Manual, Emergency Management forms nor the forms used by the Evidence Custodian once the evidence has been turned in for holding, testing, processing or security purposes. These different forms are located in the respective RMS, CAD, FTO Manual, Emergency Operations Center, and with the Evidence Room Manual, respectively. All forms unique to special projects, programs, teams, or other special units, such as Project Lifesaver, are retained and controlled by those entities or coordinators. Time Sheets are located in the "forms" folder located on the "Police" Drive.

II. POLICY

Whereas all forms and written documentation of events and actions by members of the Department are required to be recorded and maintained on file, and as they are critical to criminal prosecutions, various legal actions, reporting to other agencies as well as being available to private citizens, organizations, attorneys, the courts, members of the media and are subject to public scrutiny, it is the policy of the Los Alamos County Police Department that all documentation and information be accurate, complete, and thoroughly checked for correct spelling and proper grammar before being filed or released outside of the Department. Further, all official correspondence representing the Department must meet the same criteria and be in the format of standard business correspondence or meet with the approval of the Chief of Police or his or her designee.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

- A. Due to the number of different forms and reports used by the Department, a separate **"FORMS and REPORTS MANUAL"** (General Order 603.00) is hereby established and incorporated into this General Order.

- B. The Office Manager is responsible for the development, maintenance, ordering, and storage of all internal forms used by department employees. An electronic copy of all department forms will be maintained in a master file with limited access. A second electronic copy will be made available on the server for employee use.
- C. Wherever an appropriate Department form covering an incident, crash, crime or any other event or correspondence is available, it shall be used.
- D. All members are encouraged to review Department forms and make suggestions on how to improve or consolidate them. Likewise, if a member finds a need for an additional or new form, they are encouraged to draft the form and attach a memorandum explaining the need or purpose of the form and a completed copy of Form Instruction Sheet (LAPD Form 512). All suggestions and comments should be forwarded through the chain of command to their respective supervisor for review and processing.
- E. Members of the Department are hereby required to complete all appropriate forms and reports prior to the end of their shift or by a deadline established by their supervisor.

Approved by:



Dino Sgambellone
Chief of Police

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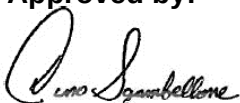
603.00 Forms and Reports Manual			
Effective Date:	January 1, 2015	Rescinds: Amends:	
Distribution:		Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.26.07		

FORMS AND REPORTS MANUAL

- A. This "FORMS and REPORTS MANUAL" is established in accordance with General Order 602.00 – Forms and Reports, of which it is a part. Accordingly, the numbered sections of this Manual (General Order 603.00) are in sequence with that General Order and continue here with Section V. This Manual is the official repository of all Department forms and reports except as noted in Section V. B. of this General Order, below. Its purpose is to consolidate and centrally locate a copy of all forms, reports and other documents used by members of the Department; identify each by title and given a number for easy reference and use as well as a date from which the form is approved so that use of old or outdated forms will be discontinued. The form number and date can be located at the bottom left of the form.
- B. EXCEPTIONS -- This Manual does not include Department forms located in the Records Management System (RMS), Computer Aided Dispatch (CAD) System, the Field Training Officer (FTO) Manual, Emergency Management nor those relating to evidence *after* having been turned into the Evidence Custodian which are contained in the Evidence Room Manual. RMS and CAD forms are located in those respective computer programs. The FTO forms are located in the FTO Manual; Emergency Management forms are located at the Emergency Operations Center for use by specific individuals; and the forms relating to evidence that relate to processing, storage, security, etc., are maintained by the Department's Evidence Custodian and located in the evidence room.
- C. The general layout of this Manual, whether it is in hard copy, on disc or on the Department's computer system is to locate and number forms in accordance with their primary users and their Department or Unit within the Department's Table of Organization. All forms are given a LAPD form number for easy reference. The first number relates to the area of the Department where the form is most often used or initiated as indicated here: LAPD form numbers starting with the numeral:
1. "1" indicates the form is primarily used by Staff Services, such as Department Letterhead or General Orders.
 2. "2" indicates the form relates to Personnel, such as a Timesheet or Request for Leave.
 3. "3" indicates the form is most commonly used by members of the Police Operations Department such as a Tow Authorization Sheet or a Traffic Citation.

4. "4" indicates the form is most commonly used by members of the Police Services Department, such as the forms used in the CDC, by Animal Control and the Detention Center.
 5. "5" indicates those forms most often used by members of the Staff Services Department, such as a Ride-Along Request or a Request for Public Information and a Request for a House Check.
- D. Each form is preceded by an information page that directs users of the various forms as to when the form or report should be used/completed; its purpose; where it may be found; who originates the form; who completes it; who approves it; where the original and copies are forwarded; and who is responsible for their distribution and filing. Accordingly, the directions are to be complied with in all instances unless changed by the Bureau Commander, Deputy Chief of Police, or the Chief of Police. Questions regarding any forms or reports are to be directed to the appropriate supervisor or commander.
- E. All members of the Department are responsible for being familiar with the various forms used by the department and shall use them whenever it is required, appropriate or when so directed. In the case where a member is not sure *if* a report should be made or not, s/he shall err on the side of completing the form or report and submitting it to their supervisor.
- F. It is the responsibility of each employee to accurately and completely fill out all of the appropriate forms for each incident, crash, crime or other event and submit them in a timely manner. Unless specifically approved by the member's immediate supervisor, who shall so inform and justify to the Office Manager (either in person, by memo or email) the reason for the delay, all required forms, reports, documents and any attachments shall be submitted in accordance with the directions for each or no later than at the end of the shift on which the event requiring it occurred.
- G. Supervisors are responsible for the timely review and approval of all required forms and reports and their being forwarded to the appropriate person or unit.
- H. Members are encouraged to review forms for completeness and applicability. If forms are determined to be no longer needed and should be deleted from the Manual, need to be changed, or if new forms need to be added to the Manual, they can forward a copy of the form with the changes and comments as to why the form is no longer needed or the new form is necessary for Department operations through their chain of command to their Commander. Further, if a member identifies a needed change to the instruction page, this too should be forwarded through their chain of command to their Commander.

Approved by:



Dino Sgambellone
Chief of Police

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604.00 Staff and Line Inspections			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.17.05, 06, ADM.20.01		

I. PURPOSE

The purpose of this General Order is to set forth the procedures for conducting Staff and Line Inspections. The purpose of Staff Inspections is to certify compliance with the Department's policies and procedures by all Bureaus, Sections, units, components and members of the Department; identify areas of compliance and non-compliance; determine steps to correct any non-compliance; and assure that policies and procedures allow for the coordinated, proper and lawful operation of the Department. Compliance with the Department's policies and procedures helps assure standards of professional conduct, quality service to the community and the reduction of liability and public criticism.

Line inspections are used to ascertain compliance with department policy regulating dress code, weapons, ammunition, equipment and vehicles. This General Order will also account for all capital equipment assigned to the Department.

II. POLICY

It is the policy of the Los Alamos County Police Department that all Bureaus, Sections, units components and members comply fully with the Policy and Procedure Manual of the Department as well as all official communications, such as General Orders, Personnel Orders, Special Orders, Interim Orders, Memorandums, Directives and Standard Operating Procedures (SOPs) issued by the Chief of Police or other competent authority.

It is the policy of the Los Alamos County Police Department to not only account for all capital equipment, but to maintain it in a state of cleanliness and readiness.

III. DEFINITIONS

Staff Inspections – is the examination of policies and procedures compared to the actual performance of duties and responsibilities. The purpose of the examination is to assure that the policies and procedures of the Department are in line with accepted police performance standards as established by such organizations as Commission on Accreditation for Law Enforcement Agencies (CALEA). The policies and procedures are then compared to the actual performance of duties and responsibilities by members of the Department with the intent to validate areas of full compliance and identify areas of non-compliance. Areas of non-compliance are then addressed in terms of practicality, equipment, facilities, training needs and disciplinary action so that corrective action(s) can be taken.

Line Inspections – is an objective and purposeful observation and evaluation of an activity, event, equipment or personnel within the direct chain of command of the inspecting supervisor.

Capital Equipment – Equipment costing \$5,000 or more that is purchased by the County for use by County employees. Such equipment may be assigned to an individual employee or to a group of employees who shall be accountable for all issued capital equipment.

IV. PROCEDURES

- A. A **Staff Inspection** of a Section or unit of the Police Department will be assigned by the command staff on a quarterly basis. Additional inspections may be ordered by the Chief of Police for any Bureau, Section or unit at any time. The Chief of Police may specify policies and procedures to be especially inspected or a general inspection of all pertinent policies and procedures touching on the Bureau, Section or unit.
 1. The Chief of Police, through the Staff Services Bureau Commander, will name the areas to be inspected and the individual to conduct the inspection. The individual assigned to conduct an inspection will not be assigned to inspect their own area(s) of responsibility.
 2. The Chief of Police, by policy, extends the authority to conduct inspections to the Staff Services Bureau Commander. The Staff Services Bureau Commander will administer the process and prepare a final report to the Chief of Police of all inspections conducted. The normal timeline for an inspection will be determined by the Chief of Police.
 3. At the conclusion of the inspection, the Staff Services Bureau Commander will prepare a **draft** narrative report delineating the actions taken; specific inspections made; individuals interviewed; specific findings of compliance and non-compliance; and recommendations as to possible corrective actions. The Staff Services Bureau Commander shall submit his or her **draft** copy of the report to the affected Bureau, Section, or Unit and subsequently meet with the affected supervisor to review the report. The supervisor will have 30-days to evaluate the **draft** report and its findings and take the necessary corrective actions so that compliance with the policies and procedures are met. Corrective actions may include any one or any combination of the following:
 - i. Modify the policy or procedure (to include rationale);
 - ii. Issue appropriate directives to correct the situation(s) (in writing);
 - iii. Submit a purchase order for appropriate equipment, repairs or facility improvement(s);
 - iv. Make arrangements for appropriate training of personnel (in writing);
 - v. Initiate disciplinary action(s);
 - vi. Take other actions as required or appropriate (in writing); or,
 - vii. Prepare a report to the Chief of Police explaining the reasons for noncompliance.
 4. No later than at the end of the 30th day, the Staff Services Bureau Commander and the affected supervisor will meet again to review the **draft** report and the corrective actions taken.
 5. The Staff Services Bureau Commander shall then have 15-days to review the corrective actions and verify compliance. Any continued areas of non-compliance will be reported back to the supervisor for further action, if necessary. The supervisor will

have 5 days to complete the corrections. At the end of this 5-day period, and within 5-days thereof, the inspecting officer shall verify the corrections.

6. At the completion of the above process, the Staff Services Bureau Commander shall prepare a final Report of Inspection within 10-days. The report shall include: An Executive Summary of the Inspection; all of the findings of the ***draft*** report; the corrective actions taken by the supervisor; a statement of verification by the inspecting officer of compliance and/or non-compliance by the supervisor with the policies and procedures; and copies of all relevant items (1 through 7) in D above. A copy of the final report will be submitted to both the supervisor and the Chief of Police.
 7. The Chief of Police may call a meeting of the Staff Services Bureau Commander and/or the Inspecting Officer and supervisor to review the Report of Inspection and resolve any questions, issues or contradicting points of view.
 8. At the completion of the Chief's review, he or she may issue orders or directives to correct any areas of non-compliance and cause them, together with the Report of Inspection to be duly filed and kept on record for the required time period.
- B. **Line inspections** will be conducted routinely and are used to ascertain compliance with department policy regulating dress code, weapons, ammunition, equipment and vehicles. Supervisory personnel shall use the appropriate approved forms when conducting a line inspection. The following forms are approved for line inspections:
1. Vehicle Inspection Form 0356
 2. Daily Observation Reports (used during FTO Program)
 3. Supervisor Observation Reports (used during FTO Program)
- C. Completed inspection sheets are to be forwarded through the chain of command to the designated Bureau Commander.
- D. Deficiencies that cannot be immediately corrected are subject to re-inspection no later than the next duty rotation for patrol personnel or within five (5) working days for all others. Upon re-inspection, if the deficiency still exists, the inspecting supervisor will take appropriate disciplinary action.
- E. Responsibility for inspections will be handled in accordance to this general order:
1. Bureau Commanders shall:
 - i. Make personal inspections of personnel and areas under their command both at frequent and irregular intervals.
 - ii. Insure that briefings are held, if applicable, and that orders and necessary information are communicated.
 - iii. Require supervisory punctuality and professional appearance of subordinate personnel.
 2. Sergeants shall:
 - i. Conduct inspections of property, equipment, activities and personnel.

- ii. Monitor the activities of subordinates to determine if duties, services to the public, orders and instructions are being properly, efficiently and effectively performed.
 - 3. Training officers shall conduct daily, documented inspections of recruits whom they are training to insure the recruits are being properly instructed in the use, care and maintenance of vehicles, equipment and uniforms.
- F. On an annual basis the County Administrator directs that an inventory of all capital equipment be reviewed and accounted for by each department.
- 1. The Chief of Police shall direct staff to conduct an inventory and account for all items on the list.
 - 2. The assigned personnel will locate and confirm that all items are accounted for, make sure it is being maintained in a clean and ready manner, and that it is fully functional. Equipment that is not functional shall be repaired or disposed of in accordance with County procedures. Equipment found to be dirty or not maintained in a state of readiness shall be brought to the immediate attention of the Deputy Chief of Police for appropriate action. Missing equipment will require an investigation and report as to the disposition of the equipment. Such report shall be forwarded to the Deputy Chief of Police for appropriate action.

Approved by:



Dino Sgambellone
Chief of Police

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605.00 Budgeting, Purchasing and Cash Funds			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related NMLEPSC Standards:	ADM.16.01, 02, 03		

I. PURPOSE

The purpose of this General Order is to provide guidelines and procedures regarding the budget, purchasing, and cash funds relating to the Department.

II. POLICY

It is the policy of the Los Alamos County Police Department to fully comply with budgeting, purchasing, and the maintaining of cash funds as established by the County's Office of Management and Budget and the Purchasing Department. (Copies of the budget are available on the intranet and in the Office of the Chief, Deputy Chief of Police, Bureau Commanders, and Records. Copies of the Purchasing Code and Procedural Manual are available on the intranet and in the Office of the Chief and Records).

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. Budgeting

1. The department's budget is on a fiscal year (July 1 to June 30 of each year). The budget planning and development process is established and controlled by the County's Office of Management and Budget. That office provides forms, time lines and procedures for creating the department's budget.
2. As appropriate, the Chief of Police will initiate the budget development within the department by having the Deputy Chief of Police, and Bureau Commanders analyze expenditures from the past and current budgets and propose expenditures necessary for the next budget year.
3. The Chief of Police will review and approve the various budget requests and submit them to the Office of Management and Budget.
4. The Chief of Police will present the department's budget to the County Administrator and County Council for approval. Upon approval of the budget, expenditures during the budget year will be authorized. Changes to the approved budget must be authorized by the County Administrator and/or the County Council.
5. The Chief of Police, together with the Deputy Chief of Police, and Bureau and Section Commanders, will monitor budget expenditures and exercise appropriate discretion to ensure the approved budget is not exceeded; that purchases and

requisitions are within budget guidelines; and that cash funds are overseen as appropriate.

6. On a monthly basis the Chief's Assistant will forward copies of the monthly Budget Status Report to the Command Staff for review, monitoring and purchase purposes.

B. Purchasing

1. Routine office supplies are usually available from the supply room in Records. The Office Manager oversees the supply room and keeps standard supplies on-hand or can requisition them from the County Warehouse. If the needed item is not readily available, the Office Manager will either order it or direct the employee to the appropriate procedures.
2. Petty cash purchases require authorization from a command level officer prior to the purchase.
3. Expenditures in the form of purchase orders and requisitions will be submitted through each employee's chain of command to their Bureau Commander for approval. Upon their approval, the request will be forwarded to the Department's Procurement Coordinator (Office Specialist in the Office of the Chief) for processing and coordination with the County's Purchasing Department and/or the Office of Management and Budget and/or other departments as may be necessary. All bid and purchasing procedures established by the Purchasing Department and approved by the County Council will be adhered to.
4. All documentation regarding purchases and requisitions will be maintained in accordance with rules and procedures established by the Office of Management and Budget.

C. Cash Funds

1. There are three units within the department that are authorized to accept payments for services:
 - i. Records
 - ii. the Detention Center
 - iii. Public Services Aides for the Animal Shelter.
2. All personnel assigned to these units are authorized to accept cash payments. Each unit maintains at least one cash drawer or money bag that is issued by the Office of Management and Budget for the purposes of receiving payments or making change. These cash funds are audited quarterly by the Office of Management and Budget. Only two offices in the Department are authorized to disburse cash payments: The Office of Chief (through the department's Purchasing Coordinator and Senior Office Specialist in the Office of the Chief) and the Investigations Unit Sergeant.
3. Each customer transaction will be documented by utilizing the standard issued receipt book with the white copy given to the customer and the yellow copy attached to the payment. The Detention Center and Animal Shelter's will submit their receipts to Records for daily input into the County's Cash Collections System where items are processed into the police department's portion of the County's database. The cash

collection program is part of the Cayenta system that is required by the Office of Management and Budget.

4. Upon its entry into the Cayenta system, the payment is considered posted to the appropriate account. The batch information is printed and the payments received (cash and checks) are taken to the Customer Care Center for physical deposit each business day. The Customer Care Center is located in the County Annex Building at 901 Trinity Drive. They may be contacted by phone at 505-662-8333. Receipts for all cash payments are maintained in Records.
5. Cash funds will not be maintained in the department with the exception of those noted in this General Order. All other transactions are to be turned into the Customer Care Center by the end of each business day. Audits are performed in accordance with County policy.
6. The Purchasing Coordinator for the department (Office Specialist in the Office of the Chief) maintains a petty cash drawer used to disburse authorized payments to department personnel. Records of these transactions will be maintained in the Office of the Chief for each disbursement, authorization for expenses, receipts and any other required documentation.
7. The Investigations Unit Sergeant is hereby authorized to maintain a Confidential Fund and disburse, either directly or indirectly, money from that fund for the purchase of illegal drugs, alcoholic beverages, or other evidentiary items or services related to criminal investigations or other appropriate law enforcement purposes. The Confidential Fund will not exceed \$5,000.00 unless authorized by the Chief of Police. The amount on-hand will be at the discretion of the Investigations Unit Sergeant based on current needs. The majority of the fund will be maintained in bank account designated by the Chief of Police. The fund may be audited at any time by a Command Officer of the Department and the Office of Management and Budget, but not less than once a year. The Investigations Unit Sergeant shall report all expenditures from, and reimbursements to, the fund through his or her chain of command within 72-hours. **(See also General Order 203.00 – Criminal Investigations, Section IV, T – Responsibilities).**

Approved by:



Dino Sgambellone
Chief of Police

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